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NODIA EDITIONS LLP
125, Sector 6, Vidyadhar Nagar, Jaipur 302039
Phone :+91 9001005245
email : mail@nodia.in

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CHAPTER 01
Office Procedure & Office Management

1. In the context of school administration, what is the primary meaning of the school office being termed the "nerve centre" of the institution?
(A) It is the sole authority for making pedagogical decisions.
(B) It acts as the central hub where all administrative communication, coordination, and record-keeping converge.
(C) It is the designated space exclusively for the Principal's confidential meetings.
(D) It functions as the primary dispute resolution committee for staff members.

2. Which of the following is NOT considered a primary administrative function of a school office?
(A) Processing of student admissions and withdrawals
(B) Maintenance of staff service books and leave accounts
(C) Management of inward and outward correspondence
(D) Designing the instructional methodology for classroom teaching

3. In the framework of office management, the concept of the office serving as a "clearing house" refers to its role in:
(A) Centralising the receipt, processing, and routing of all institutional information.
(B) Settling financial dues of retiring employees exclusively.
(C) Disposing of obsolete and unserviceable school furniture.
(D) Clearing the academic doubts of students after regular school hours.

4. A well-functioning school office is expected to act as an information centre. Who among the following are the primary beneficiaries of this specific function?
(A) Only the teaching staff of the school
(B) The internal audit team exclusively
(C) The Directorate of Education, parents, and the general public
(D) The student council only

5. Consider the following statements regarding the core functions of a school office:
I. It maintains statutory registers, including the Admission and Withdrawal Register.
II. It is responsible for conducting the summative pedagogical evaluation of teachers.
III. It facilitates the procurement and distribution of school supplies.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

6. What is the fundamental objective of office management in an educational institution?
(A) To maximize the number of clerical staff employed in the school.
(B) To centralize all academic decision-making within the clerical staff.
(C) To ensure that the institutional budget is entirely exhausted by the end of the financial year.
(D) To achieve maximum efficiency and quality of administrative output at minimum cost and effort.

7. Which of the following pairs correctly matches an objective of office management with its corresponding administrative practice?
(A) Systematizing workflow – Storing all files indiscriminately in a single cabinet.
(B) Safeguarding assets – Maintaining an updated and verified stock register.
(C) Cost control – Placing bulk orders for supplies without assessing current inventory.
(D) Public relations – Restricting parents from entering the school premises at all times.

8. A newly appointed Principal observes that files are moving very slowly between the general desk, the accounts desk, and the Principal's office, causing delays in salary disbursement. Which primary objective of office management is currently compromised in this scenario?
(A) Maintaining complete administrative

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confidentiality
(B) Managing external public relations effectively
(C) Efficiency and promptness in operational workflow
(D) Redressing internal employee grievances systematically

9. All of the following are recognized objectives of school office management EXCEPT:
(A) Ensuring the safe custody and retrieval of institutional records.
(B) Providing timely and accurate data to the Head of the School for decision-making.
(C) Coordinating the logistical requirements of various academic departments.
(D) Formulating the national-level curriculum framework.

10. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Effective office management ensures that teaching staff can focus predominantly on their instructional duties.
Reason (R): A well-managed office minimizes the administrative and clerical burden on teachers by processing routine paperwork efficiently.
Select the correct option from the following:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

11. Which of the following best defines a centralized office organization in a large school setting?
(A) Clerical staff are permanently attached to individual academic departments to work independently.
(B) All administrative and clerical services are grouped together under a single supervisory unit.
(C) The Principal delegates all financial powers to the heads of various departments.
(D) Administrative tasks are outsourced to external private agencies.

12. Consider the following statements regarding the features of a decentralized office organization:
I. It allows for faster, department-specific decision-making.
II. It often requires duplication of office equipment across departments.
III. It guarantees absolute uniformity in procedures across the institution.
IV. It can relieve the central office of minor, routine departmental paperwork.
Which of the above statement(s) is/are correct?
(A) I, II, and III
(B) I, II, and IV
(C) II, III, and IV
(D) I, III, and IV

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13. Which of the following is the most significant advantage of maintaining a centralized office in a government secondary school?
(A) Promoting procedural uniformity and optimal equipment utilization.
(B) Encouraging subject teachers to directly engage in routine clerical work.
(C) Systematically delaying communication between the Principal and Directorate.
(D) Requiring a significantly larger floor area scattered across the campus.

14. In comparing centralized and decentralized office structures, a known disadvantage of strict centralization is:
(A) Complete underutilization of expensive administrative office machinery.
(B) Total absence of standardized administrative operational procedures.
(C) Creation of administrative bottlenecks and workflow delays.
(D) Granting excessive operational autonomy to individual subject teachers.

15. In a school with multiple academic wings, the Principal decides to keep student admission records centrally while allowing the sports department to maintain its own consumable inventory records. This represents:
(A) Strict absolute centralization of all record-keeping procedures across the school.
(B) Absolute decentralization of every administrative procedure in all wings.
(C) A direct violation of fundamental standardized office management principles.
(D) A pragmatic balance of centralized key records and decentralized operations.

16. In the context of office layout, the "Principle of continuous flow" implies that:
(A) Continuous rotation of clerical staff through different operational desks daily.
(B) Maintaining an unrestricted continuous flow of public visitors into clerical areas.
(C) Work moving between desks in a logical

sequence without backtracking.
(D) Replacing all automated office equipment continuously in every financial year.

17. Which of the following is NOT a recognized principle of a good office layout?
(A) Ensuring proper provision of good natural lighting and ventilation.
(B) Maximum compartmentalization to isolate individual staff.
(C) Minimizing physical movement and unnecessary staff effort.
(D) Achieving optimal utilization of all available office floor space.

18. Which of the following pairs concerning office layout is correctly matched?
(A) Open office layout – Guarantees absolute privacy for highly confidential disciplinary meetings.
(B) Private office layout – Facilitates immediate supervision of a large group of clerical staff.
(C) Principle of flexibility – Bolting all furniture and partitions permanently to the floor.
(D) Principle of safety – Ensuring electrical wiring for computers does not obstruct walkways.

19. A Principal observes that the clerk handling student admissions frequently walks to the opposite end of the office to access the admission registers, causing fatigue and time loss. The Principal rearranges the office so the file cabinet is directly behind the clerk's desk. Which principle of office layout has the Principal primarily applied?
(A) Principle of minimum movement
(B) Principle of aesthetics
(C) Principle of hierarchical status
(D) Principle of natural lighting

20. When designing an office layout, placing the reception or public dealing counter near the main entrance is primarily an application of which concept?
(A) Ensuring front-desk staff receive the largest available physical working area.
(B) Minimizing the amount of natural light available to general clerical staff.
(C) Restricting public access to internal administrative work areas.
(D) Completely segregating teaching staff from non-teaching administrative staff.

21. In the hierarchy of a government school office, the Office Superintendent (OS) primarily functions as a critical link between:
(A) The Principal/Head of School and the ministerial/clerical staff.
(B) The students and the Parent-Teacher Association.
(C) The Directorate of Education and the external school auditors exclusively.
(D) The subject teachers and the laboratory assistants.

22. Which of the following duties is typically NOT expected of the Office Superintendent in a government school?
(A) Directing and supervising the preparation of monthly salary bills and arrears.
(B) Distributing, managing, and monitoring daily clerical tasks among all staff.
(C) Ensuring the meticulous upkeep and maintenance of staff service books.
(D) Conducting academic inspections and evaluating teacher pedagogy.

23. Regarding the financial responsibilities of the Office Superintendent (OS) in a government school, which statement is most accurate?
(A) Holding full operational authority of a Drawing and Disbursing Officer by default.
(B) Assisting the DDO in preparing bills without independent sanction power.
(C) Exercising independent authority to override the Principal's budget decisions.
(D) Remaining completely prohibited from inspecting financial documents or registers.

24. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): The Office Superintendent is responsible for the preliminary verification and upkeep of employee service books.
Reason (R): Once the Office Superintendent verifies the service records, the Head of the School is completely absolved of all statutory responsibility regarding their accuracy.
Select the correct option from the following:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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25. A newly appointed Lower Division Clerk (LDC) is struggling to prepare the monthly pay bill. The Office Superintendent sits with the LDC, explains the relevant financial rules, and provides a standard template to follow. What specific role is the Office Superintendent fulfilling in this scenario?
(A) Exercising formal statutory disciplinary authority over junior staff.
(B) Providing formal academic subject mentoring to instructional staff.
(C) Conducting independent internal financial auditing of departmental accounts.
(D) Providing practical on-the-job administrative training.

26. Which of the following correctly pairs an item of office equipment with its primary administrative use?
(A) Biometric device – Recording staff attendance
(B) Franking machine – Digitizing old student records
(C) Paper shredder – Duplicating circulars for students
(D) Laminator – Binding library books

27. The primary administrative advantage of using a 'Franking Machine' in a large school office is to:
(A) Automate the calculation of staff income tax and statutory deductions.
(B) Expedite outward mail stamping with correct postage values.
(C) Securely shred highly confidential departmental inquiry documents.
(D) Print identity cards at high speed for students and school staff.

28. Consider the following statements regarding the criteria for selecting new office equipment for a school:
I. The initial purchase cost and recurring maintenance expenses must be evaluated.
II. The availability of trained staff to operate the equipment should be considered.
III. The aesthetic appeal of the machinery should take precedence over its utility.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

29. Which of the following is NOT considered a benefit of modern office mechanization and equipment?
(A) Immediate elimination of all recurring operational costs
(B) Significant improvement in the overall accuracy of records and calculations
(C) Reduction in the physical fatigue experienced by clerical staff
(D) Enhancement in the speed of processing routine office paperwork

30. What is the most compelling administrative reason for a school office to invest in a heavy-duty paper shredder?
(A) Recycling administrative waste paper into new stationary supplies for students.
(B) Significantly reducing the overall physical weight of archived office files.
(C) Ensuring secure disposal of confidential documents.
(D) Mechanizing and automating the systematic sorting process of incoming mail.

31. In the context of office operations, the term 'Peak Load' refers to:
(A) The absolute maximum weight capacity a standard filing cabinet can safely hold.
(B) The highest base salary drawn by a senior administrative employee in the office.
(C) The peak electricity consumption rate recorded by automated office machinery.
(D) Periods of exceptionally high administrative workload.

32. Which of the following represents the most logical sequence for processing incoming official mail to minimize time wastage?
(A) Distributing, Opening, Stamping, Sorting, Receiving
(B) Receiving, Sorting, Opening, Stamping, Distributing
(C) Stamping, Receiving, Opening, Distributing, Sorting
(D) Opening, Distributing, Sorting, Receiving, Stamping

33. During the admission month, the school office is overwhelmed. The Principal directs the administrative staff to temporarily pause the physical reorganization of five-year-old archives and focus entirely on processing new admission forms. Which core principle of time management is the Principal applying?

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(A) Systematically procrastinating and delaying essential statutory duties.
(B) Prioritizing tasks based on urgency and importance.
(C) Complete delegation of administrative authority to external private agencies.
(D) Enforcing absolute decentralization across all school office procedures.

34. Time wasters in a school office environment typically include all of the following EXCEPT:
(A) Unscheduled and prolonged social visits by staff members during working hours.
(B) Searching for misplaced files due to a lack of a structured filing system.
(C) Frequent breakdown of poorly maintained office equipment.
(D) Following clear Standard Operating Procedures (SOPs) for routine tasks.

35. The application of 'Time and Motion Study' in an office environment involves:
(A) Analyzing work motions and time taken to eliminate operational waste.
(B) Rigorously tracking the daily entry punctuality of students at school gates.
(C) Automatically regulating fan speeds across office rooms based on weather.
(D) Calculating total travel time taken by teaching staff during daily commutes.

36. What is the primary objective of applying work simplification techniques in a school office?
(A) To increase the complexity of clerical tasks so that only specialized staff can perform them.
(B) To justify the demand for a higher budget allocation from the Directorate.
(C) To eliminate unnecessary steps, reduce fatigue, and improve operational efficiency.
(D) To shift all administrative responsibilities onto the teaching staff.

37. Consider the following steps involved in the process of work simplification:
I. Selecting the specific work or procedure to be simplified.
II. Recording the present method of performing the work.
III. Critically examining the recorded facts and identifying bottlenecks.
IV. Developing and installing the most practical and effective alternative method.
Which of the above statement(s) is/are correct?
(A) I and IV only
(B) II, III, and IV only
(C) I, II, and III only
(D) I, II, III, and IV

38. In the context of work simplification, what does 'Form Control' specifically aim to achieve?
(A) Dictating and enforcing a strict uniform dress code (form) for clerical staff.
(B) Regulating and controlling informal social group formations within the office.
(C) Managing the physical structural layout of office desks in a fixed format.
(D) Eliminating obsolete forms and standardizing paperwork.

39. A Principal observes that parents must fill out three separate forms with identical personal details for admission, library access, and identity cards. The Principal introduces a single comprehensive form with tear-off sections. This administrative action is an example of:
(A) Complete decentralization of departmental administrative authority.
(B) Work simplification via form integration.
(C) Strict enforcement of institutional disciplinary rules and regulations.
(D) Systematic inventory mismanagement and supply tracking errors.

40. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Implementing work simplification techniques in the school office can lead to improved morale among the administrative staff.
Reason (R): Work simplification eliminates unnecessary motions, reduces frustration, and makes tasks physically and mentally easier to perform.
Select the correct option from the following:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

41. What is the standard definition of a Standard Operating Procedure (SOP) in office management?
(A) A comprehensive financial audit report generated at the close of every fiscal year.
(B) A casual informal agreement between office staff members on sharing daily workload.

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(C) A centralized daily register tracking the exact entry and exit times of supervisors.
(D) Written step-by-step instructions for performing routine operations.

42. The implementation of SOPs in a school office ensures several benefits. Which of the following is NOT one of them?
(A) Encouraging ad-hoc, subjective decision-making.
(B) Ensuring operational consistency and uniformity regardless of executing personnel.
(C) Significantly reducing the initial operational learning curve for new clerical staff.
(D) Providing a structured objective baseline for auditing administrative performance.

43. Which of the following is considered a best practice regarding the formulation and maintenance of SOPs?
(A) Drafting SOPs once and maintaining them without alteration for historical consistency.
(B) Periodic review and updating in line with new regulations.
(C) Keeping SOP documents strictly confidential and restricted to the Head of School.
(D) Writing SOP guidelines using intricate legal terminology to maintain authority.

44. What is the most logical sequence for developing and implementing a new Standard Operating Procedure (SOP) in a school office?
(A) Train staff, Finalize and approve, Review with stakeholders, Draft steps, Identify process.
(B) Identify process, Draft steps, Review with stakeholders, Finalize and approve, Train staff.
(C) Review with stakeholders, Train staff, Identify process, Finalize and approve, Draft steps.
(D) Draft steps, Train staff, Identify process, Review with stakeholders, Finalize and approve.

45. Which of the following pairs correctly matches a component of an SOP with its description?
(A) Scope – Defines specific boundaries and applicable situations.
(B) Purpose – Detailed step-by-step description of exact actions and procedures to be executed.
(C) Procedure – Formal statement explaining the fundamental underlying reasons for SOP creation.
(D) Accountability – Comprehensive inventory listing of all administrative equipment required for tasks.

46. What is the primary administrative reason that necessitates close coordination between the school office and academic departments?
(A) Permitting clerical staff members to directly prescribe classroom teaching methods.
(B) Enabling teaching staff to measure and evaluate clerical typing speed and accuracy.
(C) Ensuring smooth calendar execution to support pedagogical goals.
(D) Encouraging active inter-departmental competition for contingency fund allocations.

47. Which of the following is NOT a typical area requiring coordination between the school office and academic departments?
(A) Procurement and distribution of laboratory consumables.
(B) Preparation and distribution of student report cards.
(C) Processing the travel concessions for students participating in educational tours.
(D) Deciding the specific pedagogical approach for teaching quadratic equations.

48. The examination in-charge urgently requires 500 copies of a question paper for internal assessments starting the next day. The Office Superintendent reports that the heavy-duty printer is out of toner. The Principal immediately steps in, coordinates with both, and sanctions the purchase of toner from the local market using the contingency fund. The Principal's action ensures:
(A) Direct and irreversible breach of the mandatory institutional academic calendar.
(B) Unwarranted overstepping of statutory financial and administrative jurisdiction.
(C) Effective coordination and removal of operational bottlenecks.
(D) Unnecessary centralization of purely academic responsibilities and teaching duties.

49. Which of the following correctly pairs an academic/co-curricular requirement with the corresponding support function of the school office?
(A) Sports Department – Formulating and designing the full physical education curriculum.

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(B) Library Department – Processing vendor bills for new books.
(C) Examination Department – Evaluating and grading student final examination answer scripts.
(D) Cultural Committee – Assessing and scoring student musical and artistic performances.

50. In a school setting, effective inter-departmental coordination between the office and academic wings is best achieved through:
(A) Maintaining strict silos and prohibiting direct communication between clerks and teachers.
(B) The Principal making all decisions unilaterally without consulting either side.
(C) Outsourcing all coordination tasks to the Parent-Teacher Association.
(D) Regular coordination meetings and a shared, comprehensive institutional calendar.

51. When handling visitors and public dealing at the school front desk, what is generally considered the most essential quality of the reception/office staff?
(A) Politeness, patience, and clear, courteous communication.
(B) The ability to memorize all statutory educational acts and regulations.
(C) The capability to physically intimidate unruly visitors.
(D) The skill to avoid answering any direct questions from parents.

52. While dealing with an irate parent complaining about an alleged error in their ward's fee receipt, the office staff should avoid which of the following actions?
(A) Listening actively to understand the parent's concern.
(B) Verifying the fee records in the database calmly.
(C) Arguing loudly and dismissing the parent's concern without a hearing.
(D) Directing the parent to the appropriate grievance redressal authority if the issue cannot be resolved immediately.

53. The maintenance of a 'Visitor Register' at the school reception or office primarily serves to:
(A) Track public entry and maintain campus security records.
(B) Accurately calculate daily wage disbursements for security personnel.
(C) Maintain official grievance records against teaching staff members.
(D) Register student participants for annual sports day competitions.

54. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): School offices should establish and clearly display fixed public dealing hours.
Reason (R): Unrestricted public entry throughout the day severely disrupts routine administrative work and compromises office efficiency.
Select the correct option from the following:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

55. During the peak admission season, the school office expects a massive influx of parents. To streamline the flow of visitors and minimize chaos, the most effective administrative step is to:
(A) Lock main entry gates and admit only personal acquaintances of the Principal.
(B) Set up a dedicated help desk with clear signage and seating.
(C) Direct all arriving parents to wait inside the Principal's personal office room.
(D) Mandate that all administrative inquiries be submitted strictly via postal mail.

56. What is the fundamental definition of an 'Office Manual' in an institutional context?
(A) A purely academic instructional manual outlining pedagogical teaching philosophy.
(B) A detailed vendor catalogue listing private stationery suppliers for the institution.
(C) A guidebook detailing organization, rules, procedures, and job roles.
(D) An official minute book used exclusively for recording Parent-Teacher meetings.

57. Which of the following details is typically expected to be found in a well-drafted school office manual?
(A) Detailed daily instructional lesson plans for academic subject departments.
(B) Personal confidential bank account details of all enrolled school students.
(C) Specific daily dietary menus for institutional mid-day meal programs.

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(D) Standard procedures for leaves, correspondence, and filing.

58. An office manual is a crucial tool for institutional management; however, it does NOT usually contain:
(A) Confidential APAR records of staff.
(B) Hierarchical organizational flowcharts of administrative personnel.
(C) Formatting standards for official memoranda and circulars.
(D) Statutory record retention and destruction schedules for files.

59. During the induction of a newly appointed Junior Secretariat Assistant (JSA) in the school office, the primary purpose of providing them with the office manual is to:
(A) Testing and evaluating reading comprehension skills and typing speed formally.
(B) Providing a reference for duties and procedures without constant supervision.
(C) Preventing them from interacting directly with senior office colleagues.
(D) Fulfilling a routine bureaucratic formality without operational purpose.

60. When the government issues a notification amending the rules regarding Maternity Leave, the most appropriate action for the school administration regarding the office manual is to:
(A) Discard the existing manual completely and commission a new edition.
(B) Update the relevant section and circulate the amendment.
(C) Ignore the amendment under the assumption that manuals are unalterable.
(D) Require teaching staff to memorize the new rule without documentation.

61. In the context of office operations, the principle of 'Delegation' is best defined as:
(A) Assigning tasks to subordinates along with necessary execution authority.
(B) Permanently transferring the Principal's statutory executive role to subordinates.
(C) Avoiding operational duties by systematically shifting work to other branches.
(D) Centralizing all organizational decision-making authority at top leadership levels.

62. While delegating administrative responsibilities in a school office, a fundamental principle of management dictates that:
(A) Both operational responsibility and ultimate legal accountability are fully delegated.
(B) Only ultimate accountability is delegated, while operational authority is retained.
(C) Authority can be delegated, but ultimate accountability remains with the head.
(D) Administrative delegation is strictly prohibited under government service rules.

63. Effective delegation by a Principal to the administrative staff can be hindered by various barriers. All of the following are common barriers EXCEPT:
(A) The Principal's persistent fear that subordinates will commit serious operational errors.
(B) Total lack of confidence in the technical competence and capability of subordinates.
(C) Reluctance of the Head of Institution to relinquish direct control over minor details.
(D) Desire to develop staff leadership and operational skills.

64. When a Principal explicitly delegates the task of drafting the monthly payroll to the Office Superintendent, what is primarily being transferred?
(A) The statutory power of the Drawing and Disbursing Officer.
(B) The ultimate accountability for any audit objections regarding the payroll.
(C) The operational authority and responsibility to execute the specific task.
(D) The right to alter the basic pay structure of the employees.

65. The Principal of a large school is burdened with signing hundreds of student railway concession forms daily, delaying other critical work. The Principal formally authorizes the Vice-Principal to verify and sign these routine forms, while retaining the authority to sign staff leave applications. This scenario best illustrates:
(A) Complete abdication of administrative duties and legal responsibilities by leadership.
(B) Selective delegation of routine tasks to enhance efficiency.
(C) Total breakdown and collapse of institutional organizational hierarchy and authority.
(D) Achieving work simplification exclusively through systematic form control procedures.

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66. In modern office management, 'Office Automation' primarily refers to:
(A) Replacing administrative and clerical personnel entirely with advanced industrial robotics.
(B) Enforcing automatic promotion schedules for clerical staff strictly based on seniority.
(C) Installing mechanical filing cabinets that move and reorganize automatically across rooms.
(D) Integrating computer systems and software to manage office tasks digitally.

67. Which of the following correctly pairs an office automation tool with its primary administrative application?
(A) Database Management System – Storing and querying student records securely.
(B) Word Processor software – Formulating, calculating, and managing complex financial budgets.
(C) Spreadsheet software – Composing, drafting, and formatting formal official institutional circulars.
(D) Presentation software – Recording and tracking daily staff attendance via biometric fingerprint scanning.

68. What is considered the most significant administrative advantage of implementing a centralized School Management Information System (SMIS)?
(A) Completely eliminating the requirement for employing any administrative or clerical staff.
(B) Guaranteeing that the institutional annual operating budget remains permanently in surplus.
(C) Enabling real-time data retrieval and reducing data redundancy.
(D) Automatically improving the academic grades and test performance of underperforming students.

69. While highly beneficial, office automation in a school setting does NOT typically lead to:
(A) Immediate total elimination of paper usage on day one.
(B) Achieving significantly faster processing times for routine administrative documents.
(C) Enhancing data security and protection through advanced encryption and regular backups.
(D) Facilitating easy automated generation of complex analytical reports for the Directorate.

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70. Transitioning from manual staff attendance registers to an automated biometric attendance system primarily addresses which persistent administrative challenge?
(A) Resolving administrative inability to compute staff income tax and statutory deductions accurately.
(B) Overcoming the persistent lack of pedagogical and instructional training among teaching personnel.
(C) Eliminating the severe shortage of physical storage space within administrative record rooms.
(D) Preventing proxy attendance and tracking precise arrival times.

71. Consider the following principles regarding an effective record retention schedule in a government school office:
I. Records should be classified based on their permanent, long-term, or short-term value.
II. Obsolete files must be periodically weeded out and destroyed.
III. Destruction of records must strictly comply with statutory government guidelines.
IV. Every single piece of paper generated must be archived permanently to avoid audit risks.
Which of the above statement(s) is/are correct?
(A) I, II, and III only
(B) I, III, and IV only
(C) II, III, and IV only
(D) I, II, III, and IV

72. According to standard office procedures in government schools, records such as the 'Admission and Withdrawal Register' are generally classified as:
(A) Ephemeral records to be destroyed after one year.
(B) Temporary records to be retained for three years.
(C) Permanent records requiring long-term preservation.
(D) Classified records to be handed over to the police immediately.

73. Which of the following represents the correct logical sequence in the life cycle of an office record?
(A) Record Storage, Initial Creation, Final

Destruction, Active Utilization
(B) Creation, Utilization, Storage, Archiving/ Destruction
(C) Active Utilization, Long-term Storage, Initial Creation, Final Archiving
(D) Institutional Archiving, Initial Creation, Active Utilization, Destruction

74. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): It is an administrative necessity that not all office records are preserved permanently by the school.
Reason (R): Maintaining obsolete and time-barred files indefinitely leads to a severe waste of storage space and makes the retrieval of current, important documents highly difficult.
Select the correct option from the following:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

75. The formal administrative process of identifying, sorting, and destroying old, time-barred documents in a government school office, subject to specific rules, is technically known as:
(A) Indexing records
(B) Weeding
(C) Docketing files
(D) Franking mail

76. Maintaining strict confidentiality in a school office is most critical and legally sensitive concerning which of the following categories of records?
(A) The published annual schedule for inter-house athletic and sports competitions.
(B) Student medical/disciplinary records and staff APARs.
(C) The weekly nutritional menu chart for the institutional mid-day meal scheme.
(D) The official list of gazetted public holidays for the ongoing academic year.

77. Which of the following actions by an office clerk constitutes a clear breach of office confidentiality?
(A) Discussing a teacher's medical details openly in the staff room.
(B) Formally providing general institutional admission criteria to a querying parent.
(C) Transferring the annual school magazine draft to an authorized printing vendor.
(D) Displaying the finalized end-term examination schedule on public notice boards.

78. An RTI application is received by the school requesting the personal residential address and mobile number of a female teacher. To maintain confidentiality and adhere to regulations, the Principal (as Public Information Officer) should:
(A) Immediately provide all requested details, as RTI mandates absolute transparency of data.
(B) Publish the teacher's personal details on the public website to ensure transparency.
(C) Deny the request under Section 8(1)(j) of the RTI Act as personal information without public interest.
(D) Direct the applicant to visit the teacher's classroom directly to collect personal contact info.

79. To ensure the digital confidentiality of sensitive student and staff data on the school's computer systems, the most appropriate administrative action for the Office Superintendent is to:
(A) Leaving the school database open on all workstations to facilitate unrestricted access.
(B) Displaying administrative system passwords on paper notes attached to central monitors.
(C) Assigning generic, easily guessable passwords like "school123" across all staff accounts.
(D) Implementing role-based access control and password protection.

80. As per standard administrative protocols, highly confidential files such as the Annual Performance Assessment Reports (APAR) of the teaching staff should be kept under the direct and secure custody of:
(A) The chief school librarian maintaining academic resource centers.
(B) The general office dispatch clerk handling daily incoming mail.
(C) The Head of Institution or the designated confidential branch.
(D) Executive members of the Parent-Teacher Association committee.

81. Professional office etiquette within a school environment dictates that during working hours, the administrative staff should:
(A) Engage freely and loudly in personal non-work conversations across the office floor.

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(B) Maintain decorum, focus on tasks, and interact courteously.
(C) Consume meals regularly at open workstations while actively handling public visitors.
(D) Disregard administrative instructions whenever they conflict with personal comfort.

82. A parent enters the school's general office visibly stressed and looking for the admission counter. A clerk, though heavily engrossed in preparing salary bills, pauses, greets the parent politely, and directs them to the correct counter. The clerk's behavior best demonstrates:
(A) Direct and clear violation of established time and motion study principles.
(B) Complete personal inability to prioritize essential administrative duties.
(C) Unauthorized overstepping of designated departmental operational boundaries.
(D) Professional courtesy and public relations etiquette.

83. Acceptable professional conduct for staff in a government school office encompasses many behaviors, but strictly excludes:
(A) Accepting personal gifts/favors from vendors to clear bills.
(B) Consistently maintaining punctuality and strictly adhering to prescribed office hours.
(C) Actively assisting administrative colleagues during demanding peak workload periods.
(D) Systematically keeping one's designated workstation organized, clean, and presentable.

84. When drafting official correspondence or notices intended for parents and the public, the tone adopted by the school office should always be:
(A) Aggressive and commanding to assert authority.
(B) Overly casual and informal, using colloquial slang.
(C) Formal, concise, courteous, and unambiguous.
(D) Vague and lengthy to ensure multiple interpretations.

85. Consider the following statements regarding the key elements of professional conduct for school office staff:
I. Strict maintenance of official secrecy regarding sensitive student and staff issues.
II. Openly criticizing the school's management policies in front of parents and students.
III. Treating all visitors with respect, irrespective of their socio-economic background.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

86. When a subordinate staff member raises a grievance regarding workload distribution, the essential first step in effectively handling the grievance at the office level is to:
(A) Immediately issuing a formal show-cause notice for insubordination and misconduct.
(B) Instantly transferring the complaining staff member to a completely different branch.
(C) Publicly disclosing complaint details to colleagues to shame the complaining employee.
(D) Listening to the grievance patiently and objectively.

87. Which of the following represents a standard, logical sequence for a formal grievance redressal procedure in an office?
(A) Fact-finding, Receipt of complaint, Communication of decision, Decision making
(B) Decision making, Fact-finding, Receipt of complaint, Communication of decision
(C) Receipt of complaint, Fact-finding/ Investigation, Decision making, Communication of decision
(D) Communication of decision, Receipt of complaint, Decision making, Fact-finding

88. A Lower Division Clerk verbally complains to the Principal about an alleged unfair distribution of typing work by the Office Superintendent. To handle this grievance professionally and procedurally, the Principal should first:
(A) Publicly reprimanding the Office Superintendent in the presence of the subordinate.
(B) Dismissing and ignoring the complaint entirely as a minor internal workplace issue.
(C) Requesting a written submission and seeking the supervisor's explanation.
(D) Immediately reassigning all clerical typing responsibilities to the supervisor.

89. A poor and counterproductive strategy for handling grievances in a school office is to:
(A) Ensuring complete operational confidentiality

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throughout the investigation process.
(B) Providing a clear, realistic timeline within which grievances will be addressed.
(C) Basing administrative decisions firmly on factual evidence rather than hearsay.
(D) Suppressing or ignoring minor complaints over time.

90. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R).
Assertion (A): Establishing a well-defined grievance redressal mechanism is crucial for maintaining a healthy office environment.
Reason (R): It provides a structured and safe outlet for employees to voice their concerns, preventing minor dissatisfactions from escalating into major administrative disputes.
Select the correct option from the following:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

91. Inventory management within the context of a school office primarily deals with:
(A) Systematically evaluating the instructional performance of teaching personnel.
(B) Monitoring, storing, recording, and reordering stock.
(C) Managing and coordinating the daily instructional timetable of all students.
(D) Auditing and verifying individual income tax returns submitted by staff.

92. In standard office inventory procedures, which specific register must be maintained to track the usage of items that get exhausted with use, such as printer ink, chalk, and paper?
(A) Non-Consumable Stock Register
(B) Consumable Stock Register
(C) Acquittance Roll
(D) Accession Register

93. In the terminology of office inventory management, the "re-order level" refers to:
(A) The minimum stock level triggering a fresh procurement order.
(B) The absolute maximum physical holding capacity of the school main storeroom.
(C) The specific managerial status level authorized to sign official stock registers.
(D) The total annual monetary budget allocation earmarked for school stationery.

94. Good inventory management practices in a school office do NOT involve:
(A) Conducting routine periodic physical verification audits of all office stock items.
(B) Maintaining comprehensive stock issue registers with recipient signatures verified.
(C) Hoarding excessive supplies to exhaust budgets indiscriminately.
(D) Storing administrative supplies in secure, dry rooms to avoid damage or loss.

95. The school office suddenly runs out of ruled answer sheets right in the middle of the half-yearly examinations, causing widespread panic. What specific failure in office inventory management does this represent?
(A) Total failure to mandate a standardized student dress code policy campus-wide.
(B) Over-centralization of purely pedagogical academic decision-making processes.
(C) Rigid implementation of overly strict work simplification techniques in office.
(D) Failure to anticipate demand and maintain adequate buffer stock.

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96. What is the fundamental reason that the annual office calendar must be meticulously coordinated and aligned with the school's academic calendar?
(A) Allowing clerical personnel to take extended leave during scheduled final exams.
(B) Permitting the office superintendent to override Principal academic decisions.
(C) To ensure timely administrative support for major academic events.
(D) Fulfilling Directorate rules mandating identical page counts across calendars.

97. Which of the following pairs correctly matches a major event in the Academic Calendar with the corresponding preparatory task required in the Office Calendar?
(A) Summer Vacations – Managing and issuing daily mid-day meal provisions to staff.
(B) Pre-Board Examinations – Procuring and printing exam scripts.
(C) Annual Sports Day – Calculating and preparing monthly staff salary disbursements.
(D) Teacher's Day Celebration – Weeding out and destroying obsolete admission files.

98. The academic calendar schedules the school's 'Annual Cultural Fest' for the second week of

December. To ensure proper coordination, the office calendar must proactively schedule which of the following activities in October/November?
(A) Compiling and filing annual employee income tax returns with authorities.
(B) Initiating systematic destruction of previous academic year exam papers.
(C) Organizing external capacity-building professional tours for office staff.
(D) Securing vendor quotations and financial approvals for the event.

99. When drafting the annual office calendar in coordination with the academic calendar, the Principal should consider all of the following factors EXCEPT:
(A) The personal vacation plans of the external stationery vendors.
(B) The dates of statutory government holidays and local restricted holidays.
(C) The expected dates for the commencement of central board examinations.
(D) The statutory deadlines for submitting financial utilization certificates to the Directorate.

100. The most effective and democratic administrative approach for drafting a synchronized institutional calendar (combining office and academic requirements) is to:
(A) Have the Principal draft the calendar in total isolation to preserve confidentiality.
(B) Delegate the entire calendar design responsibility to the elected student council.
(C) Form a joint planning committee of academic and office heads.
(D) Copy the complete operational schedule of a nearby school without modification.

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ANSWERS

1. (B) It acts as the central hub where all administrative communication, coordination, and record-keeping converge.
The school office is described as the nerve centre because it functions as the operational core of the educational institution. It manages, coordinates, and facilitates information flow across various departments, external authorities, parents, and community members. Through systematic record-keeping, timely communication, and efficient administrative services, the office maintains organizational stability and supports smooth day-to-day operations.

2. (D) Designing the instructional methodology for classroom teaching
Classroom teaching methodologies and instructional design fall strictly within the purview of academic staff, subject specialists, and pedagogical leaders. Administrative functions of a school office focus on non-pedagogical operational duties. These duties encompass processing student admissions, maintaining official staff service books, managing incoming and outgoing correspondence, handling procurement, and ensuring overall institutional logistical efficiency.

3. (A) Centralising the receipt, processing, and routing of all institutional information.
Functioning as a clearing house means that an office acts as a centralized processing point for institutional information. All incoming and outgoing data, communications, notices, and directives are received, recorded, analyzed, and routed through this single hub. This central processing prevents communication gaps, ensures proper regulatory compliance, and enables effective institutional workflow control.

4. (C) The Directorate of Education, parents, and the general public
As an information centre, the school office serves a wide array of stakeholders by providing vital institutional data. External bodies like the Directorate of Education rely on it for statutory reporting, compliance data, and statistical figures. Simultaneously, parents and members of the public receive essential details regarding admissions, fee structures, policies, and institutional schedules.

5. (C) I and III only
Core administrative duties in an educational institution include statutory record maintenance, such as updating admission and withdrawal registers, as well as coordinating supply procurement and distribution. Conducting summative pedagogical evaluations of teachers is an academic assessment function assigned to school heads or inspectors, rather than an administrative responsibility handled by routine office personnel.

6. (D) To achieve maximum efficiency and quality of administrative output at minimum cost and effort.
The fundamental goal of office management is optimizing administrative workflows to achieve maximum operational output with minimal expenditures of time, effort, and institutional funds. Efficient management streamlines routines, eliminates operational redundancy, ensures accurate record handling, and provides robust logistical backing to academic activities while adhering strictly to statutory protocols and budgetary constraints.

7. (B) Safeguarding assets – Maintaining an updated and verified stock register.
Safeguarding institutional assets requires maintaining meticulous, systematically verified stock registers that document all physical equipment, furniture, and materials. Periodic auditing and stock checks protect property against loss, theft, or unauthorized removal. Proper record-keeping ensures accountability, supports timely asset maintenance, and assists administrative leadership in making informed financial planning decisions.

8. (C) Efficiency and promptness in operational workflow
Delayed file processing across administrative desks directly compromises the efficiency and promptness of office operations. Smooth workflow requires logical movement of paperwork without unnecessary delays. When administrative

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routines stall, critical time-bound activities such as salary disbursements are hindered, reflecting a breakdown in operational management and highlighting the need for workflow simplification.

9. (D) Formulating the national-level curriculum framework.
Formulating national curriculum frameworks is the responsibility of specialized national educational bodies and expert academic councils. School office management focuses exclusively on internal administrative functions. These internal duties include preserving institutional records, supplying administrative data to leadership for decision-making, and managing the logistical and operational needs of various academic departments within the institution.

10. (A) Both A and R are true and R is the correct explanation of A
Efficient administrative office management frees instructional staff from complex, repetitive paperwork, allowing them to dedicate primary energy to classroom teaching and curriculum delivery. By handling admissions, correspondence, service records, and supply requisitions promptly, the clerical office minimizes administrative burdens on educators, directly supporting teaching quality and institutional academic focus.

11. (B) All administrative and clerical services are grouped together under a single supervisory unit.
Centralized office organization consolidates all secretarial, record-keeping, financial, and routine clerical activities under a unified administrative umbrella and single supervisory structure. This arrangement promotes standard operating procedures, eliminates duplication of clerical equipment, allows specialized staff supervision, and ensures optimal resource utilization across the entire educational institution without fragmenting administrative responsibilities.

12. (B) I, II, and IV
Decentralized office structures allow individual departments to make faster decisions and reduce routine paperwork for the central administrative unit. However, decentralization frequently leads to duplicated office machinery and varying administrative methods across departments, which prevents absolute procedural uniformity across the institution while relieving the central office of localized tasks.

13. (A) Promoting procedural uniformity and optimal equipment utilization.
A major advantage of a centralized school office is establishing standardized administrative workflows and ensuring full utilization of office equipment. Pooling resources under a central supervisory unit prevents costly duplication of specialized machinery across multiple wings, lowers overall administrative overhead, and maintains standard record-keeping and communication protocols throughout the institution.

14. (C) Creation of administrative bottlenecks and workflow delays.
Strict centralization in large institutions often results in operational bottlenecks, as all minor requests, file movements, and approvals must route through a single central authority. This high volume of centralized paperwork can create communication delays, slow down routine administrative decision-making, and reduce operational responsiveness across individual academic departments.

15. (D) A pragmatic balance of centralized key records and decentralized operations.
Combining centralized custody of critical statutory records with decentralized management of specialized operational supplies creates a balanced administrative structure. This hybrid model ensures essential documents remain uniform, safe, and easily verifiable under central supervision, while granting specific departments immediate access to daily operational items required for their specialized functions.

16. (C) Work moving between desks in a logical sequence without backtracking.
The principle of continuous flow in office layout mandates arranging desks and machinery so that documents move sequentially through each processing stage. Unnecessary physical movement, crisscrossing, and backtracking are eliminated. This logical arrangement accelerates file handling, minimizes staff physical exertion, reduces processing time, and optimizes overall administrative productivity.

17. (B) Maximum compartmentalization to isolate individual staff.
Effective office layout principles prioritize spatial utilization, adequate lighting, proper ventilation, and minimal physical movement.

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Excessive compartmentalization and physical isolation hinder effective communication, impair direct supervisory oversight, restrict natural lighting flow, and reduce workspace flexibility, contradicting principles designed to foster smooth collaboration and streamlined administrative operations.

18. (D) Principle of safety – Ensuring electrical wiring for computers does not obstruct walkways.
The principle of safety in office management focuses on eliminating hazards to create a secure physical environment for personnel and visitors. Keeping electrical cables and machinery wiring away from walkways prevents tripping hazards and physical accidents, maintaining structural safety and compliance with workplace safety standards.

19. (A) Principle of minimum movement
Positioning frequently accessed storage cabinets adjacent to staff desks directly applies the principle of minimum movement. Eliminating long walking distances reduces unnecessary physical exertion, minimizes operational downtime, and prevents fatigue, thereby optimizing workflow speed and enhancing overall clerical productivity during routine daily administrative tasks.

20. (C) Restricting public access to internal administrative work areas.
Placing public interaction counters or reception desks near the main entrance controls visitor flow effectively. This spatial arrangement limits public entry to general administrative sections, safeguarding sensitive institutional records, maintaining confidentiality, and preventing external disruptions to routine clerical work conducted deeper within the office layout.

21. (A) The Principal/Head of School and the ministerial/clerical staff.
The Office Superintendent acts as an administrative bridge between executive school leadership and non-teaching ministerial personnel. Operating under the Principal's direction, the Office Superintendent supervises daily clerical duties, interprets administrative instructions for staff, distributes tasks, and ensures executive decisions are translated into smooth operational routines.

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22. (D) Conducting academic inspections and evaluating teacher pedagogy.
Academic inspections, classroom observations, and pedagogical evaluations fall strictly within the professional scope of educational administrators and subject inspectors. The Office Superintendent manages non-pedagogical ministerial operations, including salary bill supervision, work distribution among clerks, service record maintenance, and administrative file tracking.

23. (B) Assisting the DDO in preparing bills without independent sanction power.
In government schools, the Head of Institution usually acts as the Drawing and Disbursing Officer holding sanctioning powers. The Office Superintendent assists this officer by supervising bill preparation, verifying financial entries, checking supporting documents, and maintaining monetary ledgers, but does not possess independent sanction authority.

24. (C) A is true but R is false
The Office Superintendent is responsible for the preliminary verification and upkeep of employee service records. However, this administrative duty does not relieve the Head of School of statutory responsibilities. Ultimate legal accountability for accuracy in statutory registers and service records remains permanently with the Head of Institution.

25. (D) Providing practical on-the-job administrative training.
Guiding junior clerical personnel through practical task execution, demonstrating compliance rules, and offering standard templates represents effective on-the-job training. Supervisors enhance staff competence, minimize procedural errors, and build institutional capability by actively mentoring subordinates through daily office operations and complex administrative procedures.

26. (A) Biometric device – Recording staff attendance
Biometric equipment records physical attendance electronically using unique biological traits such as fingerprints. In educational institutions, this equipment automates time tracking, eliminates proxy attendance, creates reliable time logs, and provides precise data for processing monthly salary disbursements and monitoring workplace punctuality.

27. (B) Expedite outward mail stamping with correct postage values.
A franking machine prints prepaid postage impressions directly onto outward mail envelopes. Using this equipment accelerates post preparation, eliminates manual handling of physical postage stamps, ensures accurate postal accounting, and provides efficient tracking of outgoing institutional correspondence in high-volume administrative settings.

28. (A) I and II only
Selecting office equipment requires evaluating both initial capital procurement costs and long-term recurring maintenance fees. Additionally, availability of trained operational personnel is essential to utilize machinery effectively. Superficial aesthetic appearance remains subordinate to operational utility, durability, and practical administrative value when spending public funds.

29. (A) Immediate elimination of all recurring operational costs
While office equipment enhances processing speed, accuracy, and clerical comfort, it does not eliminate recurring operational expenses. Modern machinery introduces ongoing maintenance costs, energy expenditures, consumable needs, and periodic software updates, making complete operational cost elimination unrealistic despite substantial efficiency gains.

30. (C) Ensuring secure disposal of confidential documents.
Heavy-duty paper shredders provide immediate destruction of sensitive, confidential, or surplus official documents. Shredding prevents unauthorized access to private personal data, confidential examination materials, and classified institutional records, ensuring compliance with statutory privacy guidelines and preventing sensitive data exposure during waste disposal.

31. (D) Periods of exceptionally high administrative workload.
Peak load refers to periods when administrative work volume expands significantly above normal operational baseline levels. In educational institutions, peak loads occur during admission cycles, examination phases, financial year-end closing, and annual reporting periods, requiring strategic workload management and temporary resource realignment.

32. (B) Receiving, Sorting, Opening, Stamping, Distributing
Processing incoming mail follows a structured operational sequence. Letters are formally received, sorted by category, carefully opened, stamped with official date and register numbers, and finally distributed to responsible desks. This systematic flow ensures accurate record-keeping, prevents loss of documents, and enables prompt administrative tracking.

33. (B) Prioritizing tasks based on urgency and importance.
Effective time management during peak operational periods requires prioritizing urgent, time-sensitive tasks over non-critical routine activities. Temporarily pausing routine file archival to process incoming student admission applications ensures that institutional deadlines are met smoothly and critical administrative services are delivered to stakeholders without unnecessary delays.

34. (D) Following clear Standard Operating Procedures (SOPs) for routine tasks.
Following established Standard Operating Procedures eliminates guesswork, reduces errors, and streamlines workflow execution, making it an efficient management practice. Conversely, time wasters include unscheduled social interruptions, misplaced records due to disorganized filing, and recurring equipment breakdowns, all of which disrupt administrative focus and slow operational output.

35. (A) Analyzing work motions and time taken to eliminate operational waste.
Time and Motion Study involves analyzing individual physical movements and time required to complete operational tasks. By identifying redundant actions, physical bottlenecks, and inefficient sequences, office administrators can redesign clerical routines, reduce physical strain on personnel, streamline work processes, and maximize overall operational productivity.

36. (C) To eliminate unnecessary steps, reduce fatigue, and improve operational efficiency.
Work simplification aims to streamline complex administrative procedures by eliminating redundant steps, minimizing physical exertion, and preventing delays. Simplifying routines enhances operational output, reduces employee fatigue, accelerates file processing times, and

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ensures efficient administrative support to the broader educational mission of the institution.

37. (D) I, II, III, and IV
Systematic work simplification follows a logical four-stage process. Administrators first identify target processes, document existing operational methods, critically evaluate facts to expose bottlenecks, and finally design, test, and implement improved procedural alternatives to ensure long-term efficiency across office functions.

38. (D) Eliminating obsolete forms and standardizing paperwork.
Form control focuses on managing administrative documentation by reviewing, standardizing, and streamlining paper and digital forms. It eliminates obsolete or duplicate forms, reduces repetitive data entry, standardizes document structures, lowers printing costs, and speeds up information gathering across institutional departments.

39. (B) Work simplification via form integration.
Consolidating multiple repetitive data-entry forms into a single unified document with specialized sub-sections exemplifies form integration. This practice streamlines administrative data collection, reduces filing paperwork, saves processing time for both staff and visitors, and lowers ongoing institutional stationery expenses.

40. (A) Both A and R are true and R is the correct explanation of A
Work simplification reduces frustration among clerical personnel by eliminating repetitive, unnecessary operational steps and physical strain. Streamlined workflows enable administrative staff to accomplish daily responsibilities easily and accurately, directly boosting staff morale, improving job satisfaction, and fostering a positive organizational working climate.

41. (D) Written step-by-step instructions for performing routine operations.
A Standard Operating Procedure is a comprehensive written document detailing exact step-by-step instructions for executing routine tasks. SOPs clarify responsibilities, standardize performance, maintain procedural compliance, and ensure task execution remains consistent regardless of personnel changes or operational shifts.

42. (A) Encouraging ad-hoc, subjective decision-making.
Standard Operating Procedures are designed to replace ad-hoc, subjective decision-making with standardized rules and structured workflows. Establishing explicit procedures guarantees operational uniformity, simplifies training for new staff, and provides an objective benchmark for evaluating administrative performance and maintaining compliance.

43. (B) Periodic review and updating in line with new regulations.
Effective management mandates periodic reviews and updating of operational manuals to align with statutory changes, technology shifts, and institutional policy updates. Static procedures become obsolete over time, so regular evaluations ensure continuous compliance, operational efficiency, and procedural relevance.

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44. (B) Identify process, Draft steps, Review with stakeholders, Finalize and approve, Train staff.
Developing Standard Operating Procedures follows a logical, multi-phase sequence. The process begins by identifying specific operational needs, drafting procedural steps, reviewing details with relevant stakeholders, obtaining formal administrative approval, and ultimately training executed staff before full operational implementation.

45. (A) Scope – Defines specific boundaries and applicable situations.
In standard procedure manuals, the scope section defines explicit boundaries, conditions, and applicable situations where instructions apply. It clarifies operational limits, identifying which personnel, departments, and specific conditions fall under the directive, preventing ambiguity during implementation.

46. (C) Ensuring smooth calendar execution to support pedagogical goals.
Administrative offices and academic departments must coordinate closely to ensure smooth institutional functioning. Timely provisioning of resources, processing examination materials, managing official leave requests, and handling student records directly enable teaching staff to

meet curriculum deadlines and accomplish core educational objectives.

47. (D) Deciding the specific pedagogical approach for teaching quadratic equations.
Determining specific teaching methodologies, pedagogical strategies, and subject content delivery rests entirely with academic faculty and subject specialists. Administrative office functions support non-pedagogical activities, including supply procurement, report card distribution, and tour travel allowances, maintaining operational boundaries between administration and instruction.

48. (C) Effective coordination and removal of operational bottlenecks.
Leadership interventions that quickly resolve material shortages, grant contingency sanctions, and restore functional capability demonstrate effective administrative coordination. Removing operational bottlenecks ensures academic schedules remain uninterrupted, allowing critical student assessment processes to proceed smoothly without disruption.

49. (B) Library Department – Processing vendor bills for new books.
The administrative office provides essential operational support to academic departments, such as processing vendor bills and managing financial accounts for library acquisitions. While library staff select and receive instructional books, the central office verifies invoices, manages payments, and maintains proper financial audit trails.

50. (D) Regular coordination meetings and a shared, comprehensive institutional calendar.
Achieving smooth coordination between administrative and teaching divisions relies on structured communication channels, collaborative planning, and shared scheduling tools. Conducting regular operational meetings and maintaining a unified institutional calendar ensures all departments anticipate workload demands, align priorities, and meet critical deadlines.

51. (A) Politeness, patience, and clear, courteous communication.
Front desk administrative staff serve as the initial point of contact for visitors, parents, and community members. Essential professional qualities include polite communication, emotional patience, and clarity, which project institutional professionalism, foster positive public relations, and resolve queries efficiently.

52. (C) Arguing loudly and dismissing the parent's concern without a hearing.
When interacting with upset visitors, administrative personnel must maintain composure, listen attentively, and avoid confrontation. Arguing loudly or dismissing concerns escalates tension, damages institutional reputation, and delays resolution. Professional conduct requires systematically checking records and directing unresolved issues to appropriate grievance authorities.

53. (A) Track public entry and maintain campus security records.
Maintaining a dedicated visitor register at reception points is a primary security and administrative protocol. Recording visitor identities, contact details, entry times, and specific visit purposes enables effective campus security control, prevents unauthorized entry, and maintains an audit trail for emergency situations.

54. (A) Both A and R are true and R is the correct explanation of A
Establishing and displaying designated public dealing hours allows administrative staff to manage public queries effectively while protecting dedicated time for uninterrupted file processing, financial accounting, and record upkeep. Controlled visitor schedules prevent operational disruptions, maintaining institutional productivity and workflow efficiency.

55. (B) Set up a dedicated help desk with clear signage and seating.
Managing high visitor volume during peak admission periods requires proactive administrative arrangements. Establishing dedicated help desks equipped with instructional signage, informational handouts, organized queuing, and adequate seating streamlines visitor movement, reduces congestion, and ensures orderly processing without disturbing routine office operations.

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56. (C) A guidebook detailing organization, rules, procedures, and job roles.
An office manual is an authoritative organizational guidebook detailing administrative structures, rules, regulations, operating procedures, and job responsibilities. It serves as a comprehensive reference tool, ensuring operational consistency, administrative clarity, and standardized performance across all departments.

57. (D) Standard procedures for leaves, correspondence, and filing.
A school office manual includes detailed administrative guidelines governing daily operations. It contains standard procedures for leave application processing, incoming and outgoing correspondence handling, filing classifications, document storage protocols, and general administrative duties required of non-teaching personnel.

58. (A) Confidential APAR records of staff.
Office manuals provide general administrative structures, standard formats, filing rules, and operating guidelines accessible to institutional staff. However, confidential records such as Annual Performance Assessment Reports are restricted personnel documents kept under secure custody and are strictly excluded from general office manuals.

59. (B) Providing a reference for duties and procedures without constant supervision.
Providing an office manual during employee orientation equips new staff with an accessible reference guide detailing duties, procedural rules, and office workflows. This self-service reference accelerates onboarding, minimizes reliance on continuous supervisory guidance, and ensures compliance with institutional standards.

60. (B) Update the relevant section and circulate the amendment.
When statutory regulations or official administrative rules are updated by government authorities, office manuals must be promptly amended. Updating specific sections and circulating amendment notes maintains manual accuracy, prevents administrative errors, and ensures full statutory compliance across institutional operations.

61. (A) Assigning tasks to subordinates along with necessary execution authority.
Delegation involves transferring operational duties and decision-making authority from a superior to a subordinate to accomplish specific administrative tasks. Effective delegation balances assigned responsibilities with corresponding authority, streamlining office operations while developing employee competencies within the institutional framework.

62. (C) Authority can be delegated, but ultimate accountability remains with the head.
A fundamental management principle dictates that while operational authority and task execution can be delegated to subordinates, ultimate legal accountability remains with the head of the institution. Supervisors retain final responsibility for task outcomes, accuracy, and regulatory compliance despite assigning operational execution.

63. (D) Desire to develop staff leadership and operational skills.
A desire to foster employee growth, leadership, and operational skills acts as an incentive for effective administrative delegation rather than a barrier. Common delegation barriers include fear of subordinate errors, lack of confidence in staff competence, and supervisory reluctance to release direct operational control.

64. (C) The operational authority and responsibility to execute the specific task.
Delegating task execution, such as drafting monthly payrolls, transfers operational responsibility and execution authority to the assigned staff member. The statutory powers and ultimate accountability of the Drawing and Disbursing Officer remain unaffected and held by the designated institutional head.

65. (B) Selective delegation of routine tasks to enhance efficiency.
Reassigning routine, high-volume administrative tasks like verifying student concession forms to junior administrators while retaining critical statutory duties represents selective delegation. This management strategy reduces workload burdens on institutional heads, prevents administrative bottlenecks, and accelerates daily document processing.

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66. (D) Integrating computer systems and software to manage office tasks digitally.
Office automation involves implementing integrated digital technologies, computer systems, and specialized software to perform administrative tasks. Digitizing data management, document preparation, and official communication accelerates work processing, reduces manual errors, and optimizes overall administrative efficiency in modern educational institutions.

67. (A) Database Management System – Storing and querying student records securely.
Database Management Systems are engineered to store, organize, retrieve, and query large volumes of institutional information securely. Using DBMS software enables administrative staff to manage student admission records, personal details, academic histories, and fee logs efficiently, ensuring rapid data retrieval and robust data security.

68. (C) Enabling real-time data retrieval and reducing data redundancy.
A School Management Information System centralizes institutional data within a unified digital repository. Centralizing data enables real-time access across departments, eliminates duplicate data entry, minimizes manual processing errors, and provides administrative leaders with accurate, timely information for operational decision-making.

69. (A) Immediate total elimination of paper usage on day one.
Transitioning to digital office automation accelerates workflows, improves security, and streamlines reporting, but it does not achieve immediate, complete elimination of physical paperwork. Legal regulations, statutory archiving rules, and transitional workflows necessitate maintaining physical paper records alongside digital processes during initial implementation phases.

70. (D) Preventing proxy attendance and tracking precise arrival times.
Implementing biometric attendance technology replaces manual sign-in registers with biometric scanning. This system resolves administrative tracking vulnerabilities by preventing proxy clock-ins, ensuring precise recording of staff arrival and departure times, maintaining unbiased records, and streamlining automated monthly payroll processing.

71. (A) I, II, and III only
Record retention schedules categorize documents by administrative, legal, and historical value into permanent, long-term, or short-term files. Time-barred, obsolete records are periodically weeded out and destroyed in accordance with statutory guidelines. Archiving every document permanently is impractical due to physical space limitations and record retrieval inefficiencies.

72. (C) Permanent records requiring long-term preservation.
Admission and Withdrawal Registers contain vital long-term biographical and academic histories of enrolled students. Statutory guidelines designate these registers as permanent institutional records requiring indefinite preservation to satisfy legal verifications, background checks, and official documentation requests across an individual's lifetime.

73. (B) Creation, Utilization, Storage, Archiving/ Destruction
The life cycle of official records follows a sequential four-phase progression: record creation, active utilization for ongoing administrative operations, intermediate storage during retention periods, and eventual archiving or authorized destruction based on statutory record retention schedules and organizational guidelines.

74. (A) Both A and R are true and R is the correct explanation of A
Educational institutions must destroy obsolete, non-statutory records periodically to manage physical storage space effectively. Indefinite preservation of time-barred documents creates severe spatial congestion, increases maintenance overhead, and slows down the retrieval of current administrative files, making systematic record disposal essential.

75. (B) Weeding
Weeding is the official administrative process of reviewing, identifying, separating, and disposing of obsolete, temporary, or time-barred files from record rooms. Executed according to statutory retention rules, weeding frees up physical archive space and ensures rapid access to active administrative files.

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76. (B) Student medical/disciplinary records and staff APARs.
Confidentiality protocols strictly protect sensitive personnel and student information, including student health files, disciplinary histories, and staff performance evaluations. Safeguarding these documents prevents privacy infringements, maintains personal dignity, protects statutory data rights, and preserves organizational integrity within educational administration.

77. (A) Discussing a teacher's medical details openly in the staff room.
Disclosing private personal or health information in informal public spaces represents a clear breach of official confidentiality and professional conduct. Administrative personnel are legally and ethically bound to maintain strict secrecy regarding employee health data, service matters, and confidential institutional records.

78. (C) Deny the request under Section 8(1)(j) of the RTI Act as personal information without public interest.
Under public information regulations, personal contact details and residential addresses of staff are protected private information. Releasing such details without demonstrated public interest infringes on personal privacy, authorizing Public Information Officers to deny disclosure under statutory exemption provisions governing personal privacy protection.

79. (D) Implementing role-based access control and password protection.
Securing digital institutional databases requires implementing robust security controls, including role-based access privileges and strong password protection. Restricting user access based on official job responsibilities prevents unauthorized data modification, safeguards sensitive personnel information, and maintains compliance with digital privacy standards.

80. (C) The Head of Institution or the designated confidential branch.
Annual Performance Assessment Reports contain highly sensitive evaluation data regarding staff conduct, capabilities, and professional performance. To preserve security and confidentiality, statutory rules require these records to be stored under the direct personal custody of the institutional head or designated confidential administration sections.

81. (B) Maintain decorum, focus on tasks, and interact courteously.
Professional workplace conduct requires office personnel to maintain professional decorum, remain focused on assigned duties, and communicate courteously with colleagues and visitors. Demonstrating workplace discipline, organized work habits, and professional communication ensures smooth daily operations and reflects positively on institutional governance.

82. (D) Professional courtesy and public relations etiquette.
Pausing clerical work to greet a visitor politely and offer clear direction exemplifies professional courtesy and effective public relations. Front desk personnel represent the institution's public image, and helpful, empathetic interactions create a positive welcoming environment for parents and external stakeholders.

83. (A) Accepting personal gifts/favors from vendors to clear bills.
Accepting personal gifts, favors, or gratuities from vendors constitutes financial corruption and a severe violation of public service conduct rules. Institutional administrative staff must maintain total integrity, objectivity, and impartiality when executing public procurement duties and clearing official financial accounts.

84. (C) Formal, concise, courteous, and unambiguous.
Official written correspondence issued to parents and the general public should adopt a formal, concise, courteous, and clear tone. Structured, unambiguous communication prevents misunderstandings, preserves professional standards, establishes institutional authority, and ensures clear dissemination of administrative policies and notices.

85. (C) I and III only
Key elements of professional administrative conduct include maintaining strict official secrecy regarding sensitive student and personnel matters, as well as treating all visitors with equal courtesy and respect regardless of socio-economic background. Publicly criticizing management policies in public spaces violates service conduct rules and damages organizational climate.

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86. (D) Listening to the grievance patiently and objectively.
The essential first step in effective workplace grievance handling is listening attentively, patiently, and objectively to the employee's concerns. Providing a supportive hearing allows administrators to gather facts without bias, understand underlying workplace issues, reduce employee anxiety, and establish a basis for formal investigative procedures.

87. (C) Receipt of complaint, Fact-finding/ Investigation, Decision making, Communication of decision
A formal grievance redressal procedure follows a systematic four-step sequence: receiving the formal complaint, conducting an impartial fact-finding investigation, formulating an objective administrative decision based on evidence, and officially communicating the decision to all involved parties in a timely manner.

88. (C) Requesting a written submission and seeking the supervisor's explanation.
To handle internal workplace complaints procedurally, administrators must formalize the complaint by obtaining a written submission and seeking a formal explanation from the supervising official. This balanced approach guarantees natural justice, prevents hasty judgments based on unverified allegations, and ensures objective evaluation of facts.

89. (D) Suppressing or ignoring minor complaints over time.
Ignoring or suppressing minor workplace grievances is counterproductive, as unresolved dissatisfaction can escalate into severe interpersonal conflict and administrative disruption over time. Effective leadership addresses employee concerns promptly through transparent, objective, and confidential procedures to maintain morale and workplace stability.

90. (A) Both A and R are true and R is the correct explanation of A
Establishing a structured grievance redressal mechanism is essential for maintaining workplace harmony and organizational effectiveness. Providing employees with a fair, transparent, and safe platform to express concerns resolves grievances early, prevents escalation into major operational conflicts, and builds institutional trust among administrative personnel.

91. (B) Monitoring, storing, recording, and reordering stock.
Inventory management in an administrative office context involves monitoring, receiving, storing, logging, and reordering stock supplies. Proper inventory practices ensure uninterrupted availability of operational materials, prevent resource wastage, maintain accurate stock registers, and support daily administrative functions across educational departments.

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92. (B) Consumable Stock Register
Items that are used up continuously during routine administrative work—such as paper, printer ink, chalk, and stationery—must be logged in a Consumable Stock Register. This register tracks initial procurement, daily consumption, balance quantities, and user receipts, ensuring material accountability and timely stock replenishment.

93. (A) The minimum stock level triggering a fresh procurement order.
The re-order level represents a predetermined minimum inventory threshold that automatically signals the need for fresh procurement. Establishing accurate re-order points prevents material stockouts, accounts for supplier procurement lead times, and ensures continuous availability of essential office supplies without accumulating excessive buffer stock.

94. (C) Hoarding excessive supplies to exhaust budgets indiscriminately.
Effective inventory management focuses on balanced resource allocation, periodic physical verification, secure stock storage, and accurate register keeping. Hoarding excessive inventory merely to exhaust financial budgets leads to material degradation, capital lock-up, physical storage clutter, and potential financial audit objections.

95. (D) Failure to anticipate demand and maintain adequate buffer stock.
Exhausting critical supplies during high-demand periods reveals a failure to forecast material needs and maintain essential buffer stock. Office managers must analyze the academic calendar to anticipate peak usage periods, place timely re-orders, and maintain reserve stocks to prevent operational disruptions during examinations.

96. (C) To ensure timely administrative support for major academic events.
Aligning the annual office calendar with the academic calendar ensures that administrative functions support educational milestones seamlessly. Timely coordination allows the office to prepare examination papers, organize admission logistics, process financial sanctions, and issue academic reports without causing operational delays or administrative conflicts.

97. (B) Pre-Board Examinations – Procuring and printing exam scripts.
Preparing for major academic milestones requires synchronized administrative support actions. Pre-board examinations necessitate early procurement, printing, and distribution of examination answer sheets and question papers by the office, ensuring that required materials are ready prior to assessment dates.

98. (D) Securing vendor quotations and financial approvals for the event.
To support large institutional events scheduled on the academic calendar, administrative offices must initiate procurement processes weeks in advance. Securing vendor quotations, obtaining necessary financial sanctions, and issuing purchase orders during preceding months ensures smooth logistical execution without compromising statutory financial rules.

99. (A) The personal vacation plans of the external stationery vendors.
When formulating the institutional office calendar, administrators align schedules with official government holidays, board examination dates, and statutory financial reporting deadlines. External stationery vendors' personal vacation plans are irrelevant external factors that play no role in structuring official school administrative schedules.

100. (C) Form a joint planning committee of academic and office heads.
Establishing a joint planning committee comprising both academic heads and administrative supervisors represents the most effective collaborative approach to calendar development. Joint planning aligns operational routines with instructional schedules, anticipates workload peaks, resolves resource allocation conflicts early, and fosters shared ownership of institutional goals.

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CHAPTER 02

File Management, Correspondence, Noting & Drafting

1. Which of the following best defines the primary purpose of file management in a government educational institution?
(A) To systematically organize, classify, and track official records to facilitate decision-making and retrieval.
(B) To ensure every physical paper generated by the institution is permanently archived for historical reference.
(C) To restrict administrative correspondence and routine files exclusively to the Head of the Institution.
(D) To completely eliminate digital record systems by maintaining comprehensive physical registers and logs.

2. In the context of government office procedure, the failure to implement an effective file management system is most likely to result in which of the following administrative issues?
(A) Significant decrease in the requirement for physical office space and record storage equipment.
(B) Immediate disciplinary proceedings under service rules against all lower-level office employees.
(C) Continuous delays in processing Paper Under Consideration (PUC) and loss of institutional memory.
(D) Automatic digital conversion of all physical files without maintaining mandatory system metadata.

3. Which of the following is NOT considered a fundamental objective of a scientific file management system in a government administrative department?
(A) Maximizing the accumulation of obsolete files to demonstrate administrative workload.
(B) Ensuring rapid and accurate retrieval of official records required for policy formulation.
(C) Minimizing unauthorized access to sensitive administrative and confidential documents.
(D) Establishing a clear audit trail for key administrative and financial office decisions.

4. A newly appointed Head of Office observes that the office clerk is placing all incoming correspondence, regardless of the subject matter, into a single chronological "Miscellaneous" file. The Head of Office decides to implement a standardized file classification system. Which of the following is the most appropriate action to take first?
(A) Instruct the clerk to open an independent new file for every single letter received to prevent mixing of administrative subjects.
(B) Discard the existing miscellaneous file immediately and systematically return all historical correspondence back to the senders.
(C) Create an administrative classification system based purely on the alphabetical order of individual senders' official names.
(D) Implement a functional classification system using prescribed standard heads like Admissions, Establishment, and Accounts.

5. Under the functional file classification system prescribed in government office manuals, what does the term 'Standard Head' refer to?
(A) The physical color scheme of the protective file cover used to indicate its level of security classification.
(B) The primary subject or broad function to which the file relates, such as 'Establishment' or 'Budget'.
(C) The official designation and authority level of the departmental officer authorized to formally close the file.
(D) The mandatory numerical index entry assigned by the central registration section for outward postal dispatch.

6. Consider the following statements regarding file classification systems in government offices:

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I. A logical classification system groups files based on the functions and activities of the department.
II. Secondary and tertiary heads are used to narrow down the specific subject matter within a Standard Head.
III. The alphabetical classification system is the primary method mandated for all policy files in the Secretariat.

Which of the statements given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

7. According to standard office procedure, what is the correct format structure of a file number?
(A) Serial Number / Year / Section / Alphabetical Code
(B) Section Name / Standard Head / Sub-Head / Year / Serial Number of File
(C) Year / Standard Head / Section Name / Serial Number of File / Sub-Head
(D) Standard Head / Sub-Head / Serial Number of File / Year / Section Name

8. What is the primary purpose of 'Indexing' a file after it has been opened and recorded?
(A) To facilitate rapid identification and retrieval of the file using titles or keywords.
(B) To accurately determine the long-term financial value of the recorded file for internal audit purposes.
(C) To provide formal authorization for the immediate physical destruction and disposal of the file.
(D) To officially upgrade the file from a routine administrative classification to a secret security status.

9. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): It is strictly prohibited to open a 'Part File' unless the main file is not likely to be available for a considerable time.
Reason (R): Opening multiple part files unnecessarily leads to fragmentation of records and loss of the continuous chronological context of a case.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

10. In a government office, an 'Index Slip' is typically prepared for which category of files?
(A) Routine operational files that are officially opened and closed within the course of a single working day.
(B) Active administrative files recorded under Category 'A' and Category 'B' for long-term institutional retention.
(C) Casual leave applications and routine requests of Group D staff scheduled for recording as Category 'C' records.
(D) Rough working drafts and background correspondence of demi-official letters prior to their final physical dispatch.

11. Which register is primarily used in the central registry of an office to track the receipt of incoming communications and assigning them a unique serial number?
(A) Dak Diary Register
(B) Contingent Register
(C) Dispatch Register
(D) Peon Book

12. What is the primary function of the File Movement Register (FMR) maintained by a dealing assistant?
(A) To accurately record the daily attendance and working hours of clerical staff assigned to handling active files.
(B) To track and record total expenditure incurred on purchasing new file folders, covers, and general stationery items.
(C) To track the physical location and custody of a file as it moves between different officers and sections.
(D) To systematically maintain a detailed log of external visitors who visit the office to inquire about pending file statuses.

13. A critical policy file is required urgently by an administrative office. The Head of Office instructs the office superintendent to locate it, but the dealing hand is on leave and the file is not on their desk. The File Movement Register was not updated for the last three weeks. What is the most significant administrative failure in this scenario?

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(A) The dealing hand proceeding on sanctioned leave without first finalizing or properly delegating the pending policy file.
(B) The Head of Office failing to personally retain physical custody and control of all critical policy documents within the office.
(C) The central registry failing to properly dispatch the requested file to the higher authority via registered post or courier.
(D) The breakdown of the file tracking system, preventing accountability for the file's current physical custody.

14. When should a new file strictly be opened in a government office?
(A) Every single time a new communication is received, regardless of whether an active related file already exists in the section.
(B) Only at the official start of the financial year when all pending administrative matters are systematically categorized.
(C) When a communication is received on a subject for which no current file exists to accommodate it.
(D) Whenever any existing physical file exceeds 50 pages in total thickness, to maintain a lightweight file folder.

15. While opening a new file, the title of the file should be drafted carefully. Which of the following is considered an incorrect practice when framing a file title?
(A) Indicating the primary subject matter of the case clearly, logically, and concisely on the front file cover.
(B) Making the title as broad and vague as possible so multiple unrelated subjects can be added later.
(C) Deriving the title directly from approved standard heads and sub-heads of the functional classification system.
(D) Ensuring the file title accurately reflects the specific administrative or policy issue being dealt with in the file.

16. Consider the following statements regarding the procedure for opening a new file:
I. The dealing assistant must verify that no file on the same subject already exists before opening a new one.
II. The new file must be assigned a unique file number based on the approved file numbering system.
III. The Notes portion and the Correspondence portion must be maintained in the same continuous numbering sequence without physical separation.
IV. The file title must be entered in the File Register immediately upon opening.
Which of the statements given above are correct?
(A) I, II, and III
(B) I, II, and IV
(C) II, III, and IV
(D) I, III, and IV

17. In the architecture of a standard government file, how are the 'Notes' portion and the 'Correspondence' portion arranged?
(A) They are kept in the same file cover but as two distinct, separately paginated sections.
(B) They are bound together chronologically, with a note immediately followed by the letter it discusses.
(C) They are kept in separate folders and never stored together.
(D) The correspondence is kept on the left side and notes on the right side, paginated continuously from 1 to 100.

18. What action constitutes the 'recording' of a file in official procedure?
(A) The administrative procedure of transcribing verbal instructions and informal orders into a formal written note sheet entry.
(B) The comprehensive digital scanning of a physical file cover and contents while it remains under active official consideration.
(C) The formal closure of a file after all action is completed, followed by its retention classification.
(D) The routine entry of a physical file's transfer details into the electronic file tracking system of the department.

19. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Files of a purely ephemeral nature containing routine instructions are not recorded but are destroyed after a short period.
Reason (R): Retaining every single routine file indefinitely consumes expensive storage space and hampers the retrieval of important permanent records.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A

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(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

20. Before a file is closed and sent to the record room, the dealing hand must ensure which of the following?
(A) All pages within the file are stripped of their serial numbering to prevent unauthorized future physical alterations.
(B) All routine working drafts, unapproved duplicates, and rough notes are retained permanently within the official file.
(C) The original outer file cover is replaced with a completely blank security cover prior to transfer to record room.
(D) The file is assigned a retention category (A, B, or C) as per the record retention schedule.

21. Which term best describes the written remarks recorded on a paper under consideration (PUC) to facilitate its disposal?
(A) Drafting
(B) Noting
(C) Indexing
(D) Referencing

22. An office clerk receives an application for leave from an employee. The clerk forwards the application to the sanctioning authority with a written remark on the file: "PUC is an application for leave. The employee has 120 days of leave balance. The leave may be granted." What does this written remark represent in office procedure?
(A) A Draft
(B) A Demi-Official Letter
(C) A Routine Note
(D) An Office Memorandum

23. The fundamental purpose of 'Noting' on a file is to:
(A) Dictate the precise official phrasing and structural text to be typed in the final formal letter sent to the applicant.
(B) Intentionally delay the processing of an administrative case by requesting unnecessary technical clarifications from senders.
(C) Provide a complete, unedited verbatim transcript of all incoming correspondence received regarding the case under consideration.
(D) Summarize facts, state applicable rules, and suggest action to assist competent authority decision-making.

24. Which of the following is considered a hallmark of a good administrative note?
(A) Brevity, clarity, and an objective analysis of the facts and applicable rules.
(B) Extensive use of complex legal jargon to demonstrate administrative expertise.
(C) Verbatim reproduction of the incoming communication to ensure nothing is missed.
(D) Inclusion of personal opinions and emotional appeals regarding the subject.

25. Consider the following statements regarding the principles of good noting:
I. Notes should be concise and to the point, avoiding unnecessary repetition of facts already available in the correspondence.
II. When a note is submitted, the dealing hand should clearly indicate the rule or precedent applicable to the case.
III. It is acceptable for a junior officer to write disrespectful remarks in a note if they disagree with a senior officer's instructions.
Which of the statements given above is/are correct?
(A) I only
(B) I and II only
(C) II and III only
(D) I, II, and III

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26. In file noting, what is the correct practice regarding the reproduction of the content of the 'Paper Under Consideration' (PUC)?
(A) The entire text of the incoming PUC must be copied word-for-word into the note sheet to ensure total factual accuracy.
(B) Avoid reproducing the PUC verbatim; highlight only the main points requiring a decision.
(C) Any paraphrasing or summarizing of the incoming PUC in official notes is strictly prohibited by procedural manuals.
(D) The content of the PUC should be ignored, and only the processing officer's personal subjective views should be recorded.

27. What is the term used for a note that is written purely to acknowledge receipt of a communication or to record its forward movement without adding any substantive analysis?
(A) Routine Note

(B) Policy Note
(C) Preliminary Note
(D) Explanatory Note

28. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Complex policy files often require a detailed analytical note exploring various alternatives before a decision is reached.
Reason (R): Policy decisions establish precedents and involve long-term financial or administrative implications requiring thorough scrutiny.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

29. A 'Preliminary Note' is most appropriately written under which of the following circumstances?
(A) When formally closing and archiving an administrative file that has fully completed its prescribed record retention period.
(B) When a formal office order is actively being drafted for the temporary suspension of an erring departmental employee.
(C) When preparing and issuing a routine administrative reminder letter regarding an overdue official progress report.
(D) When a complex proposal requires compiling basic facts and background before suggesting action.

30. Which of the following defines 'Drafting' in the context of government office procedure?
(A) The systematic process of receiving, stamping, and registering all incoming postal mail in the central department diary.
(B) The physical transportation and tracking of an official file folder as it moves from one department or section to another.
(C) Preparing a proposed communication (letter, order, circular) based on the approved file note decision.
(D) The formal classification and labeling of an administrative file scheduled for long-term archiving in the record room.

31. What is the essential prerequisite before a draft can be prepared and put up for approval?
(A) The physical file folder and all associated enclosures must be securely bound together using a red cloth cover.
(B) A clear decision must be recorded by the competent authority on the notes portion of the file.
(C) The dealing assistant assigned to process the case file must have completed a minimum of ten years of government service.
(D) The subject matter under consideration must be formally published in the official government gazette notification.

32. An administrative authority has approved on the file note that an explanation should be called from an employee for unexcused absence. The dealing assistant prepares a document addressed to the employee, stating the facts of the absence and directing them to submit a reply within three days. This prepared document, prior to signature, is called a:
(A) Policy Note
(B) Routine Note
(C) File Index
(D) Draft

33. A well-drafted official communication should inherently possess which of the following characteristics?
(A) Lucidity, completeness, and a polite but firm tone.
(B) Ambiguity, so the department can change its interpretation later.
(C) Excessive length to demonstrate the thoroughness of the administration.
(D) Use of abbreviations that are known only to the drafting clerk.

34. Which of the following is considered a common error in official drafting?
(A) Correctly mentioning the official department file number and current date at the top of the communication header.
(B) Using transparent, simple, and clear language instead of overly complex bureaucratic or legal terminology.
(C) Failing to specify the explicit deadline for requested action from the recipient.
(D) Securely attaching all referenced enclosures, documents, and annexures along with the main formal letter.

35. What is the primary difference between an 'Annexure' and an 'Enclosure' in official drafting?

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(A) An annexure is a supplementary part of the document itself (e.g., a table), whereas an enclosure is an independent attached document.
(B) An annexure is always a separate independent legal document attached to the letter, while an enclosure forms a structural part of text.
(C) An annexure is utilized strictly for processing financial and audit matters, whereas an enclosure is reserved for general administration.
(D) There is no procedural difference whatsoever; both terms are perfectly synonymous and can be used interchangeably in all drafting.

36. Consider the following statements regarding the difference between Noting and Drafting:
I. Noting is an internal communication process written on the file, whereas drafting is the preparation of a communication meant for an external or internal recipient.
II. Noting precedes drafting in the chronological processing of a case.
III. Noting requires the signature of the issuing authority at the bottom, while a draft requires signatures on the right margin.
IV. A draft must strictly reflect the decision arrived at through the noting process.
Which of the statements given above are correct?
(A) I, II, and III
(B) I, II, and IV
(C) II, III, and IV
(D) I, III, and IV

37. Which of the following accurately describes a structural feature of a formal Government 'Letter'?
(A) It is always systematically written in the first person singular format (using 'I' and 'me') throughout the main body.
(B) It commences with the salutation 'Sir/ Madam' and ends with 'Yours faithfully'.
(C) It never carries a formal subject line header because the main narrative content should be completely self-explanatory.
(D) It is restricted exclusively for official written communication taking place between two officers holding identical rank.

38. A government 'Letter' is typically used for corresponding with:
(A) Subordinate staff members working within the immediate administrative section of the office.
(B) Ministers and dignitary guests to invite them for an informal cup of tea or personal meetings.
(C) Foreign governments, state governments, autonomous bodies, and members of the public.
(D) The primary dealing assistant for calling a missing file or demanding an overdue work explanation.

39. Which of the following statements about a 'Circular' is incorrect?
(A) A circular is an internal communication addressed to multiple individuals or departments simultaneously.
(B) It is generally used to disseminate general information, rules, or instructions.
(C) It often contains a standard subject line and is distributed widely.
(D) A circular is specifically used for imposing a major penalty on a single erring official.

40. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): An Office Memorandum (OM) is never used for corresponding with foreign governments or members of the public.
Reason (R): An Office Memorandum is an internal form of communication written in the third person, primarily used for correspondence between different Ministries or Departments of the Government.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

41. An 'Office Memorandum' (OM) is typically characterized by which of the following formatting rules?
(A) It routinely employs the formal salutation 'Dear Sir' along with the subscription 'Yours faithfully' at the end.
(B) It is written in the third person, bearing no formal salutation or complimentary close.
(C) It is written exclusively in the first person singular format to firmly establish executive administrative authority.
(D) It mandatorily requires the personal ink

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signature of a Cabinet Minister or Union Secretary at the bottom.

42. In which of the following scenarios would an 'Office Order' be the most appropriate form of communication?
(A) Seeking detailed administrative information from a local civic authority regarding an urgent infrastructure issue.
(B) Issuing internal transfer orders for a clerk between sections within the office.
(C) Formally replying to a registered Right to Information (RTI) applicant to provide requested certified public records.
(D) Writing a polite request letter to a neighboring institution proposing a joint debate competition.

43. A central administrative department wishes to inform all heads of subordinate offices about revised operating hours. The communication needs to reach all offices uniformly without requiring individual replies. Which form of official correspondence should be issued?
(A) Circular
(B) Demi-Official Letter
(C) Show Cause Notice
(D) U.O. (Unofficial) Note

44. What is the fundamental scope of an 'Office Order'?
(A) It is utilized exclusively to announce and communicate major statutory policy changes directly to members of the general public.
(B) It functions primarily as a binding legal tool for resolving complex inter-ministerial and inter-departmental jurisdictional disputes.
(C) It covers internal administrative matters like postings, promotions, leave sanctions, and office discipline.
(D) It is utilized solely as a financial transaction instrument for procuring commercial goods from the official e-procurement portal.

45. A 'Notice' in official correspondence is primarily designed to:
(A) Formally terminate the ongoing employment services of a permanent government employee without serving prior cause or inquiry.
(B) Formally request additional supplementary financial grants and budgetary allocations directly from the finance ministry.
(C) Completely replace and substitute the standard physical file movement register used by dealing assistants in central registry.
(D) Bring a specific matter, event, or instruction to the attention of a targeted group or public within a timeframe.

46. Consider the following statements regarding a Demi-Official (D.O.) letter:
I. A D.O. letter is written in the first person and carries a personal tone.
II. It is used when personal attention of the addressee is required to expedite a delayed matter.
III. It must always include the formal subscription "Yours faithfully".
Which of the statements given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

47. Which salutation and subscription are most commonly associated with a Demi-Official (D.O.) letter?
(A) Salutation: 'Sir/Madam'; Subscription: 'Yours faithfully and obediently'
(B) Salutation: 'Dear Mr./Ms. [Name]'; Subscription: 'Yours sincerely'
(C) Salutation: 'To whomsoever it may concern'; Subscription: 'With best regards'
(D) Salutation: 'Respected Sir/Madam'; Subscription: 'Yours obediently and respectfully'

48. Under which of the following conditions is the use of a Demi-Official (D.O.) letter strictly inappropriate?
(A) When corresponding with an officer of an equal or slightly higher rank to resolve a bottleneck.
(B) When a matter requires the personal intervention of the recipient.
(C) When drawing the attention of another department to a pending urgent issue.
(D) When issuing a formal charge sheet to a subordinate for gross misconduct.

49. What does the term 'Dak' refer to in government office procedure?
(A) Any written communication (letters, parcels, emails) received in an office.
(B) The final legal and administrative decision recorded on an official file note sheet by the competent authority.

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(C) The official metallic seal and rubber stamp used exclusively to authenticate confidential departmental documents.
(D) The systematic archival process of reviewing, sorting, and physically weeding out old obsolete office records.

50. The section in a government office responsible for receiving, registering, and distributing all incoming dak is known as the:
(A) Central Audit and Accounts Section
(B) General Establishment Administration Section
(C) Central Registry (CR) Section
(D) Internal Vigilance and Anti-Corruption Section

51. When 'Confidential' or 'Secret' dak is received in the Central Registry, what is the prescribed procedure for handling it?
(A) Do not open it; forward it sealed directly to the addressee officer.
(B) The registry clerk must carefully open it, digest its contents, and log a summary in the central diary register prior to forwarding.
(C) It should be immediately opened, scanned, and placed on the central office notice board to maintain administrative transparency.
(D) It must be returned immediately to the originating sender because central registries are legally prohibited from processing secret mail.

52. An administrative officer notices that important urgent communications are often delayed by the time they reach her desk from the receipt counter. To ensure immediate attention to urgent matters, what procedure should she direct the receipt clerk to follow?
(A) Register all incoming postal mail strictly in alphabetical order according to the sender's name so that individual letters are easy to locate.
(B) Hold and accumulate all received correspondence until the end of the working week to present them together to save administrative time.
(C) Independently reply to all urgent mail at the clerical dealing level without presenting the underlying correspondence to the officer.
(D) Sort dak, stamp 'Urgent' on priority items, and separate them for immediate presentation.

53. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): All outward correspondence must pass through the Dispatch Section of the office and be recorded in the Dispatch Register.
Reason (R): The Dispatch Register serves as the official proof that a communication was sent out of the office on a particular date.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

54. Before a letter is placed in an envelope for dispatch, the dispatch clerk must ensure that the 'Fair Copy' has been:
(A) Fully translated into three mandatory official regional languages prior to envelope sealing.
(B) Completely rewritten by hand in blue ink to ensure institutional authenticity and non-repudiation.
(C) Signed in ink by the authorized officer with all enclosures attached.
(D) Formally authorized and stamped by the central vigilance commission prior to postal dispatch.

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55. What is the primary advantage of sending official correspondence via 'Speed Post' or 'Registered Post' as compared to 'Ordinary Post'?
(A) It legally exempts the dispatched official communication from disclosure under the Right to Information Act.
(B) It is entirely free of postal cost for all registered government departments and subordinate offices.
(C) It legally guarantees that the recipient authority will immediately take action upon receiving the letter.
(D) It provides a tracking mechanism and a legal proof of delivery to the recipient.

56. According to standard official protocols and the Information Technology Act, what is the status of official correspondence sent via official government email?
(A) It is a legally valid communication treated with the same gravity as a physical letter.
(B) It is considered purely informal internal

correspondence and holds no legal validity in formal administrative matters.
(C) It becomes legally valid only if it is mandatorily followed by a physical registered post letter within 24 hours.
(D) It cannot be utilized for official inter-departmental or intra-departmental communication under any circumstances.

57. Which software suite is predominantly used across government departments to implement the 'E-Office' system?
(A) Microsoft SharePoint
(B) NIC e-Office
(C) Google Workspace
(D) Oracle ERP

58. In the context of the E-Office system, what is an 'e-File'?
(A) An electronic email attachment containing routine text documents sent directly to a subordinate officer for review.
(B) A digital file with electronic notes and correspondence sections processed via workflow automation.
(C) A traditional physical paper file folder that has a high-frequency RFID tracking tag physically attached to its outer cover.
(D) An encrypted backup folder maintained locally on the Head of Office's personal workstation computer hard drive.

59. Consider the following statements regarding the benefits of the e-Office system:
I. It eliminates the physical wear and tear of files.
II. It provides an unalterable audit trail of file movement and noting.
III. It allows officers to process files remotely, improving efficiency.
IV. It completely eliminates the need for any form of authentication or signature.
Which of the statements given above are correct?
(A) I, II, and III
(B) II, III, and IV
(C) I, III, and IV
(D) I, II, and IV

60. How is authenticity and non-repudiation ensured when an officer approves an e-File in an e-Office system?
(A) By scanning a manual handwritten signature and pasting the graphical image directly onto the digital file.
(B) By automatically sending a separate encrypted SMS to the central registry confirming the officer's approval.
(C) By using an Aadhaar-based e-Sign or a USB token Digital Signature Certificate (DSC).
(D) By physically signing a printed hard copy of the e-Note and storing it securely in a physical folder.

61. What does the term 'Weeding out' of records refer to in government office administration?
(A) The administrative process of modifying historical file notes to ensure they align with newly enacted government policies.
(B) The mandatory translation of all English language files into official regional languages to promote official language usage.
(C) The public commercial auctioning of obsolete government correspondence and historical file covers to private buyers.
(D) Systematic sorting and destruction of obsolete files exceeding retention periods.

62. An office clerk finds a bundle of physical files labeled 'Category C' that were closed and recorded three years ago. The retention schedule states that Category C files are to be kept for only 1 year. The clerk decides to independently burn these files to clear space. What procedural error has the clerk committed?
(A) Category C files are legally mandated to be retained permanently in state archives, so they should never be destroyed under any circumstances.
(B) The clerk should have systematically auctioned or sold the old paper files to a certified paper vendor instead of manually burning them.
(C) Files cannot be destroyed arbitrarily; a destruction list must be formally reviewed and approved by competent authority.
(D) Category C files strictly require the explicit prior approval of the Central Cabinet and Departmental Secretary before physical destruction.

63. Under the standard Record Retention Schedule, files marked as 'Category A' are meant to be:
(A) Formally shredded and destroyed immediately after all administrative action on the file is officially complete.
(B) Retained permanently and microfilmed or digitized due to historical or policy value.
(C) Retained in the central record room for a

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strict maximum period of 5 years before routine destruction.
(D) Transferred back in original form to the originating department or ministry for routine local filing.

64. When a file is selected for destruction after completing its retention period, the physical destruction should ideally be carried out by:
(A) Manually tearing the document pages into quarters and disposing of them in regular municipal waste dustbins.
(B) Distributing the unneeded office paper sheets directly to individuals for daily art and craft work.
(C) Transporting the obsolete file bundles and leaving them in an open municipal landfill site for natural decay.
(D) Complete shredding to prevent reconstruction, followed by sale as waste paper.

65. Under the Right to Information (RTI) Act, is the 'Note Sheet' (noting portion) of a file generally disclosable to an applicant?
(A) Yes, note sheets are disclosable administrative records, subject to statutory exemptions.
(B) No, note sheets are classified as internal opinions and are completely exempt from disclosure under RTI in all situations.
(C) Only file notes written personally by senior administrative officers above the rank of Director are disclosable under the Act.
(D) Note sheets are legally classified as restricted documents that can only be disclosed to members of the legislative assembly.

66. When providing copies of a file under the Right to Information (RTI) Act, if a specific paragraph of the note sheet contains sensitive personal information of a third party that is exempt from disclosure, what procedure should the Public Information Officer (PIO) follow?
(A) Issue a blanket rejection order denying the entire file to the RTI applicant under exemption provisions.
(B) Disclose the entire unredacted file to avoid legal trouble, completely ignoring third party privacy concerns.
(C) Apply severability, redact the exempt text, and supply the remaining portion.
(D) Demand a notarized legal affidavit from the RTI applicant promising confidentiality before disclosing the file.

67. How are 'Confidential' files physically distinguished from routine files in a traditional government office?
(A) They are placed in sealed covers marked in red and kept in safe custody of designated officers.
(B) They are deliberately kept completely unbound without any outer file cover to distinguish them from routine office files.
(C) They are systematically bound in distinctive bright white covers and stored openly on standard departmental filing racks.
(D) Their serial pages and file numbers are written exclusively using Roman numerals instead of standard Arabic numerals.

68. The movement of 'Secret' or 'Top Secret' files between different departments should ideally be carried out:
(A) Transmitted routinely through the regular open internal dak receipt and dispatch system.
(B) Handed over for physical delivery to any casual messenger or temporary worker available in the office.
(C) Transmitted digitally by capturing photos of the file pages and sending them via instant messaging apps.
(D) Sent in a double sealed cover via a special messenger and logged in a secret transit register.

69. What is 'De-classification' in the context of file management?
(A) The technical procedure of deciphering and translating an encrypted file from code language into plain readable text.
(B) Periodically reviewing and downgrading a file's security level as its sensitivity diminishes over time.
(C) The administrative process of stripping an archived file of its functional standard head and sub-head numbers.
(D) The modern digital conversion process of scanning a physical paper file folder into an electronic e-file format.

70. Which of the following is a key component of an electronic File Tracking System (FTS)?
(A) Mechanically transporting physical files between office rooms using automated electronic conveyor belt systems.
(B) Automatically generating formal letter drafts and notes based on spoken voice commands

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given by senior officers.
(C) Generating a unique barcode or ID to track file receipt, dispatch, and pendency across desks.
(D) Automatically shredding digital files and database entries when their prescribed retention period officially expires.

71. When an officer is transferred and hands over charge, what is the required procedure regarding the files in their custody?
(A) The transferred officer is legally authorized to take all active and pending files with them to their new posting.
(B) All active files must be returned to the central registry for random reassignment without preparing any formal handed-over list.
(C) All pending files assigned to the officer are automatically closed and transferred directly to the permanent record archive.
(D) Prepare, verify, and sign a detailed list of pending files and classified documents between relieved and relieving officers.

72. If a physical file goes missing from a section, what is the immediate prescribed procedure?
(A) Search thoroughly, check movement registers, and report to higher authorities to reconstruct the file and assign responsibility.
(B) An identical duplicate file should be opened secretly by the dealing assistant without informing higher authorities or registering it.
(C) The dealing assistant responsible for handling the file should be placed under immediate suspension without conducting any preliminary inquiry.
(D) The missing file issue should be ignored completely, as lost physical files are considered a routine acceptable administrative norm.

73. What is the primary purpose of 'Digitization' of old physical records in an office?
(A) To justify a higher annual budgetary allocation and hardware funding request for the office IT department.
(B) To preserve fragile records, save physical space, and enable fast, searchable data retrieval.
(C) To permanently purge and delete all sensitive historical records to prevent future Right to Information (RTI) queries.
(D) To mandate that all clerical staff members must exclusively work on computer systems rather than physical paper.

74. During the digitization of files, what role does 'Metadata' play?
(A) It refers to the high-resolution graphic image file format specifically required for scanning archival documents.
(B) Document attribute data (File No., Subject, Date, Keywords) entered into the system for structured searching and retrieval.
(C) It is the high-capacity physical server hardware and storage area network used to hold digitized scanned files.
(D) It refers to the mandatory shredding and destruction process applied to original physical files post digitization.

75. A common error in drafting an official response is the use of 'ambiguous language'. Which of the following sentences represents an ambiguous draft?
(A) "Appropriate action may be taken on the matter in due course."
(B) "The report must be submitted to this office by 5:00 PM on October 15th."
(C) "The request for leave is denied as the employee has exhausted all available casual leaves."
(D) "The funds are sanctioned strictly for the purchase of laboratory equipment."

76. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): It is considered a poor practice to reproduce verbatim the entire incoming letter in the noting portion of the file.
Reason (R): Verbatim reproduction makes the note unnecessarily lengthy and defeats the purpose of noting, which is to provide a concise analysis and suggest action.
In the light of the above statements, choose the correct answer from the options given below:
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

77. Which of the following is an example of an incorrect practice in file noting?
(A) Accurately indicating the specific page number and flag letter of correspondence

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when referencing it in the file note.
(B) Maintaining a courteous, professional, objective, and unbiased tone throughout the entire written narrative of the note sheet.
(C) Leaving generous left-hand margin space on the note sheet to allow senior officers to append their official handwritten remarks.
(D) A junior officer overwriting and scribbling over remarks made by a senior officer to correct grammatical errors.

78. What does the abbreviation 'PUC' stand for in standard office procedure?
(A) Pending Urgent Case
(B) Primary Utility Circular
(C) Paper Under Consideration
(D) Public Undertaking Committee

79. When an officer is drafting an Office Memorandum (OM) regarding the change in working hours, which pronoun should be predominantly used in the draft?
(A) First person (I, We)
(B) Third person (The undersigned, It is directed)
(C) Second person (You)
(D) It does not matter as long as the message is clear.

80. A file contains a noting by the Head Clerk proposing the purchase of new desks. The Head of Office agrees with the proposal. What is the most appropriate way for the Head of Office to record approval?
(A) Write informal remarks like "I agree with the Head Clerk but let us wait" and leave the note unsigned.
(B) Erase or white-out the Head Clerk's original signature and sign directly in its physical place on the note sheet.
(C) Draft an entirely new note on a fresh page summarizing the same points from scratch before appending a signature.
(D) Sign and date below the Head Clerk's note, adding "Approved" or specific approving remarks.

81. In an e-Office system, if an official makes a typographical error in an e-Note and saves it, what is the protocol for correction before forwarding?
(A) The official can edit a saved note; once forwarded, it cannot be altered or deleted.
(B) The e-Office workflow system permits completely deleting any saved e-Note and re-writing it from scratch without leaving any audit trace.
(C) A technical system administrator must be summoned to physically remove the incorrect database entry from the e-Office server logs.
(D) The official must print out the entire e-file, correct the typographical errors with a pen, and re-scan the corrected paper document.

82. Which of the following documents is inherently temporary and should NOT be placed in the main correspondence portion of an active file?
(A) Statutory Government Orders and gazette notifications related to policy formulation.
(B) Final legally binding signed contracts and formal agreements between involved parties.
(C) Unsigned rough drafts and extra reference photocopies.
(D) Official correspondence and formal direction letters received from the higher authority.

83. An employee submits a grievance letter. The dealing assistant opens a file, writes a detailed note suggesting three possible solutions based on different service rules, and puts it up to the Head of Office. The Head of Office is confused by the options and returns the file to the assistant asking for the 'Rule Position'. What specific error did the dealing assistant make in the noting?
(A) Failing to state the specific applicable rule, providing multiple options without a clear recommendation.
(B) Writing the administrative file note sheet in English instead of the officially mandated regional language.
(C) Failing to draft and issue a formal Demi-Official (D.O.) letter directly addressed to the grieving employee.
(D) Failing to use red ink pen to highlight and underline mandatory statutory rules within the note text.

84. When a file is forwarded 'U.O.' (Unofficial) to another department (e.g., Law or Finance) for their advice, what does this signify?
(A) The file is being transmitted secretly between departments without keeping any formal registry or tracking log record.
(B) The administrative proposal has been formally rejected and the physical file is being returned back informally to the clerk.
(C) The file contents are being transmitted through personal non-governmental email

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addresses rather than official channels.
(D) Sent for internal noting/advice without a formal letter, to obtain concurrence or opinion.

85. The process of physically connecting a specific paper in a file to previous decisions, rules, or other relevant files using tags, page numbers, or flags is called:
(A) Drafting
(B) Referencing
(C) Dispatching
(D) Archiving

86. Why is the use of 'Flags' (like slip of paper marked 'A', 'B', 'PUC') important in file referencing?
(A) To make the physical file cover look vibrant, colorful, and visually presentable when submitted to senior officers.
(B) To permanently and irreversibly bind all correspondence and note sheets together into a single composite folder.
(C) To immediately draw the decision-maker's attention to the specific document or page discussed in the note.
(D) To physically obscure and hide confidential or sensitive personal information from unauthorized casual readers.

87. Under standard dispatch procedure, what is an 'Enclosure Register' used for?
(A) To systematically track and audit the total quantity of paper envelopes purchased and consumed by the office dispatch wing.
(B) To officially register the daily morning attendance, shift timing, and working hours of all clerical dispatch staff members.
(C) To strictly record ambient room temperature, humidity, and atmospheric conditions inside the central record storage vault.
(D) To record accompanying attachments (like certificates or cheques) so they are not missed during packaging.

88. A common error in official correspondence is writing 'DO' letters for routine matters. Why is this discouraged?
(A) A DO letter loses its personal impact if used for routine matters.
(B) Demi-official letters consume significantly more expensive customized parchment stationery compared to ordinary routine letters.
(C) Demi-official correspondence mandatorily requires the personal ink signature of a First-Class Gazetted Officer only.
(D) Demi-official letters cannot be legally tracked or registered in standard government dispatch logs and movement records.

89. Which of the following correctly identifies the tone and structure of an 'Endorsement'?
(A) A fresh formal letter specifically drafted and issued to initiate a brand-new administrative policy.
(B) A copy of communication forwarded to additional parties, appended at the bottom of the original letter.
(C) A formal written warning or show-cause letter issued directly to an erring employee for misconduct.
(D) An internal financial note sheet utilized strictly for calculating employee salary and pension arrears.

90. When a file is bulky (exceeding 200-250 pages) and difficult to handle, what is the prescribed office procedure?
(A) The total number of pages should be artificially reduced by shrinking document margins and font sizes.
(B) Divide the file into 'Volume I', 'Volume II', etc., preserving page numbering continuity.
(C) The bulkier correspondence portion should be unstitched, extracted from the cover, and discarded immediately.
(D) The entire bulky file must be immediately scanned into PDF format and the physical paper copy shredded.

91. In a government office, what is the significance of the 'Action Taken Report' (ATR) in relation to a file?
(A) A summary showing concrete steps executed based on decisions finalized in the file.
(B) A detailed disciplinary report outlining formal administrative action taken against an erring dealing assistant.
(C) A consolidated financial statement itemizing all administrative costs incurred during file processing and transit.
(D) A daily operational logbook systematically capturing the Head of Office's executive activities and official meetings.

92. While preparing a draft communication, if it exceeds one page, what is the standard practice regarding the pages?

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(A) Only the initial starting page needs to be numbered, while subsequent pages remain unnumbered.
(B) The reverse back side of paper pages should never be utilized for drafting under any circumstances.
(C) Type the catchword at the bottom right of preceding pages, and number all pages.
(D) The multi-page draft document should be legally reformatted and bound into a booklet structure.

93. What is the standard procedure for handling a 'Part File' once the main file is retrieved or becomes available?
(A) The part file is retained separately as an independent permanent record and stored alongside the main file forever.
(B) The part file must be immediately destroyed and shredded without reviewing or transcribing its written contents.
(C) The part file is transferred directly to the archive record room as an independent Category A permanent record.
(D) Merge the part file into the main file, integrating notes and correspondence chronologically.

94. The 'Diary Number' assigned to a receipt implies:
(A) The statutory legal code number under which the incoming document is officially classified.
(B) The total cumulative number of physical pages contained within the incoming correspondence.
(C) A unique chronological serial number assigned to dak upon receipt in the registry.
(D) The regional postal index number (PIN code) representing the geographic origin of sender.

95. When handling RTI-related files, a Public Information Officer (PIO) must be careful about which of the following file management practices?
(A) Immediately discarding and shredding the physical RTI application as soon as the initial reply is dispatched to clear office space.
(B) File RTI applications properly in dedicated files to adhere to the 30-day statutory timeline.
(C) Directly merging all public RTI queries and correspondence into the personal service books of individual employees.
(D) Mandatorily charging an additional processing fee for every internal note page generated during processing.

96. Which of the following is considered a 'Routine Note'?
(A) A comprehensive legal analysis of the provisions of service rules regarding an employee suspension.
(B) A detailed step-by-step mathematical calculation of a retiring senior employee's monthly pensionary benefits.
(C) A formal architectural and financial proposal for constructing a new multi-story office wing.
(D) A note stating "PUC is placed below for perusal and signature."

97. If an incoming communication is in the official language, the official policy regarding drafting the reply states that:
(A) The reply must ideally be drafted in the official language in accordance with the Official Languages Act.
(B) The reply must always be drafted in English to maintain administrative uniformity.
(C) The communication should be returned and asked to be resubmitted in English.
(D) The reply must be drafted in the regional language of the sender's state, regardless of the office's location.

98. When an officer writes "Discuss" or "Please speak" on a file note, what is the subsequent procedural requirement?
(A) The active file is immediately closed and sent directly to the record room without further action.
(B) The file is officially closed on the spot, and no further written record or note sheet entry is required.
(C) Verbally discuss the matter, then record a note summarizing the discussion and decision taken.
(D) A formal general meeting with all section staff must be immediately convened and officially video recorded.

99. Which of the following practices in file management severely compromises the 'Audit Trail' of a decision?
(A) Pasting a fresh slip of paper over an old noting to rewrite a decision.
(B) Routinely using verified digital signatures

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for approving e-Notes in the official e-Office platform.

(C) Using red ink pens to continuously serial number all physical correspondence pages within the file.

(D) Systematically entering every physical file movement detail into the electronic File Tracking System.

100. In the context of government file management, the term 'Current File' refers to:

(A) An administrative file containing routine utility documents related strictly to electricity and water bills.

(B) A historical record file that has been permanently transferred to the National Archives for preservation.

(C) A specialized department file that contains only policy documents enacted within the current financial year.

(D) An active file on which action is ongoing and which is not yet recorded or closed.

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ANSWERS

1. (A) To systematically organize, classify, and track official records to facilitate decision-making and retrieval.
File management in public educational institutions ensures systematic organization, classification, and tracking of official documents. Proper file management facilitates structured decision-making, rapid document retrieval, and maintenance of institutional memory. By organizing records systematically, administrative workflow becomes efficient, transparent, and compliant with government administrative procedures, preventing document misplacement and ensuring administrative continuity.

2. (C) Continuous delays in processing Paper Under Consideration (PUC) and loss of institutional memory.
Ineffective file management disrupts government office procedures by impeding the tracking and processing of incoming communications, known as Paper Under Consideration. Without systematic filing, administrative actions suffer from severe delays, misplacement of critical documents, and loss of institutional memory. Systematic recordkeeping ensures that historical precedents and context remain accessible for consistent administrative functioning.

3. (A) Maximizing the accumulation of obsolete files to demonstrate administrative workload.
A scientific file management system aims to streamline office operations through prompt retrieval of records, enhanced security for sensitive materials, clear accountability, and regular disposal of non-essential documents. Unnecessary accumulation of obsolete records hinders office efficiency, clutters physical space, and complicates document retrieval, contradicting the primary principles of government record management.

4. (D) Implement a functional classification system using prescribed standard heads like Admissions, Establishment, and Accounts.
Standard administrative procedure requires files to be organized according to functional classification systems. Grouping files under standardized functional subject heads, such as Establishment, Accounts, or Admissions, prevents chaotic record aggregation. This structured methodology enables systematic filing, streamlines information retrieval, maintains logical continuity across subject matters, and aligns with standard government office manual requirements for operational record management.

5. (B) The primary subject or broad function to which the file relates, such as 'Establishment' or 'Budget'.
In functional file classification systems, a Standard Head designates the principal subject area or broad organizational function under which related administrative files are grouped. Examples include broad functional divisions like Establishment, Budget, or Accounts. Standard Heads establish a structured hierarchy, enabling sub-heads and specific file numbers to be systematically assigned for seamless document indexing and retrieval.

6. (A) I and II only
Functional file classification logically categorizes official records based on departmental activities and operational duties. Standard Heads represent broad administrative functions, whereas secondary and tertiary sub-heads further refine specific subject areas within those functions. Functional numeric numbering, rather than alphabetical classification, serves as the standard prescribed framework for administrative files across government ministries and Secretariat departments.

7. (D) Standard Head / Sub-Head / Serial Number of File / Year / Section Name
Government office manuals prescribe a standardized structure for constructing official file numbers to maintain uniform administrative identification. The file number layout begins with the code for the Standard Head, followed by the Sub-Head code, the specific Serial Number of the file, the Year of creation, and the originating Section Name identifier.

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8. (A) To facilitate rapid identification and retrieval of the file using titles or keywords.
Indexing is an essential record management process performed after opening and recording a file. It involves creating brief titles, catchwords, or key subject entries in an index register. This systematic cataloging enables administrative personnel to identify, trace, and retrieve official files rapidly whenever historical precedents or background documents are required for decision-making.

9. (A) Both A and R are true and R is the correct explanation of A
Opening a part file is strictly restricted to temporary emergency circumstances, such as when the main file is unavailable or delayed elsewhere. Creating unnecessary part files causes record fragmentation, splits linked notes, and disrupts chronological continuity. Consequently, standard rules restrict opening part files to protect institutional coherence and ensure seamless historical tracking of cases.

10. (B) Active administrative files recorded under Category 'A' and Category 'B' for long-term institutional retention.
Index slips are specifically generated for permanent and long-term recorded files classified under Category 'A' and Category 'B'. These index slips record crucial file attributes, subject keywords, and reference numbers. Routine ephemeral files or Category 'C' records, which have short retention periods, do not require index slips as they lack enduring administrative or policy value.

11. (A) Dak Diary Register
The Dak Diary Register is the primary record maintained in a central registry to account for incoming correspondence. Upon receipt, every incoming communication, letter, or parcel is assigned a unique sequential diary number and logged with details such as sender, date, subject, and designated section, ensuring complete administrative tracking of incoming mail.

12. (C) To track the physical location and custody of a file as it moves between different officers and sections.
The File Movement Register is maintained by dealing assistants and section clerks to record the physical transmission of active files. Whenever a file moves between dealing hands, supervisory personnel, or external administrative sections, its movement details are entered. This practice ensures custody tracking, prevents file loss, and maintains accountability for active administrative records.

13. (D) The breakdown of the file tracking system, preventing accountability for the file's current physical custody.
Failure to update the File Movement Register leads to a complete breakdown of administrative record tracking. When entries are neglected, the physical location of crucial files cannot be traced during staff absence. This administrative failure undermines organizational accountability, delays emergency policy decisions, and prevents efficient location of vital institutional documents within government offices.

14. (C) When a communication is received on a subject for which no current file exists to accommodate it.
A new file should be opened strictly when incoming correspondence addresses a distinct subject for which no existing active file is available in the section. Opening duplicate files for topics covered by existing active files leads to administrative confusion, record redundancy, and scattered context, violating fundamental principles of office procedure.

15. (B) Making the title as broad and vague as possible so multiple unrelated subjects can be added later.
Framing vague or overly broad file titles represents bad administrative practice because it causes confusion and misplacement during document filing. A file title must be precise, concise, and clearly linked to specific standard heads and sub-heads. Precise titling ensures accurate classification, prevents mixing unrelated subjects, and simplifies future search and retrieval operations.

16. (B) I, II, and IV
Before opening a new file, the dealing assistant must confirm that no related file exists. A unique file number is assigned following prescribed numbering systems, and the title is recorded immediately in the File Register. Notes and correspondence are maintained as distinct, separately paginated sections within the file cover, not as a single combined sequence.

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17. (A) They are kept in the same file cover but as two distinct, separately paginated sections.
Standard government files consist of two main divisions placed inside the same outer file cover: the Notes portion on the left and the Correspondence portion on the right. Each portion is paginated independently and continuously in chronological order, maintaining a structured separation between administrative analysis and official incoming or outgoing communications.

18. (C) The formal closure of a file after all action is completed, followed by its retention classification.
Recording a file is the formal administrative process carried out once all action on a case is completed. The dealing hand categorizes the closed file according to the retention schedule into Category A, B, or C, ensuring proper indexing, binding, and transfer to the departmental record room for long-term preservation or eventual destruction.

19. (A) Both A and R are true and R is the correct explanation of A
Ephemeral or routine records containing temporary instructions are destroyed after short intervals without being formally recorded in record registers. Retaining non-essential routine papers indefinitely consumes valuable office storage space and hampers efficient search efforts for critical policy documents. Therefore, procedural guidelines prescribe destroying purely temporary files promptly to optimize administrative storage and maintenance.

20. (D) The file is assigned a retention category (A, B, or C) as per the record retention schedule.
Prior to closing and transferring a completed file to the record room, the dealing official must evaluate its historical, operational, and legal significance. The file is then assigned a formal retention category, namely Category A, Category B, or Category C, according to the prescribed record retention schedule to determine its retention period.

21. (B) Noting
Noting refers to the official written remarks recorded by dealing hands and officers on the note sheet portion of a file. Its purpose is to summarize relevant facts, analyze statutory rules and legal provisions, cite precedents, and propose concrete courses of action to assist the competent authority in making an informed decision on a case.

22. (C) A Routine Note
A written entry recorded on a note sheet that merely states basic factual background, highlights straightforward eligibility details, and puts up a brief recommendation for approval without deep administrative or legal analysis constitutes a routine note. Routine notes handle straightforward administrative matters like leave applications, minor sanctions, or formal movement records.

23. (D) Summarize facts, state applicable rules, and suggest action to assist competent authority decision-making.
The core objective of file noting is to present a structured, objective, and analytical summary of the issue under consideration. It highlights essential facts, references relevant statutory provisions, service rules, and institutional precedents, and proposes actionable options to enable the competent decision-making authority to reach an informed, legal, and balanced administrative decision.

24. (A) Brevity, clarity, and an objective analysis of the facts and applicable rules.
A high-quality administrative note must exhibit brevity, linguistic clarity, logical structure, and objective analysis. It should focus exclusively on factual accuracy and rule compliance while eliminating unnecessary verbosity, personal bias, emotional tone, or verbatim reproduction of incoming mail. Such qualities ensure that decision-makers receive concise, transparent, and legally sound administrative advice.

25. (B) I and II only
Good noting demands conciseness, avoiding unnecessary repetition of details present in incoming correspondence. Dealing personnel must clearly indicate relevant rules, statutory instructions, or precedents applicable to the case. Administrative notes must maintain a respectful, courteous, and strictly objective tone at all times, regardless of any professional disagreements among officials on file processing.

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26. (B) Avoid reproducing the PUC verbatim; highlight only the main points requiring a decision.
In file noting, copying the full text of a Paper Under Consideration word-for-word is considered bad practice. Instead, the note sheet should highlight only the salient features, core issues, and actionable points requiring executive consideration. Summarizing incoming correspondence keeps file notes crisp, saves decision-makers' time, and focuses attention on strategic policy or procedural choices.

27. (A) Routine Note
A Routine Note is a brief written record recorded on a file solely to record routine administrative movements, acknowledge receipt of documents, or submit papers for signature without presenting detailed analytical commentary. Routine notes streamline administrative flow for simple tasks where complex rule interpretation or policy evaluations are completely unnecessary.

28. (A) Both A and R are true and R is the correct explanation of A
Complex policy matters necessitate comprehensive, analytical file notes because policy determinations establish long-term administrative precedents and carry major financial or regulatory ramifications. Detailed notes evaluate multiple decision options, statutory implications, historical precedents, and administrative consequences, enabling competent higher authorities to examine all relevant parameters thoroughly prior to finalizing major policy decisions.

29. (D) When a complex proposal requires compiling basic facts and background before suggesting action.
A Preliminary Note is drafted when handling complex administrative proposals that require systematic compilation of factual background, statutory context, and preliminary observations before formal decisions are submitted. It lays down essential foundational facts, enabling supervisory officers to understand the core framework of a complex case before formulating definitive recommendations or final policy directions.

30. (C) Preparing a proposed communication (letter, order, circular) based on the approved file note decision.
Drafting in government office procedure refers to preparing a formal written proposed communication, such as a letter, office memorandum, circular, or order, based on approved decisions recorded in file notes. The draft reflects approved policy decisions accurately, translating internal administrative approvals into official outbound text intended for internal or external recipients.

31. (B) A clear decision must be recorded by the competent authority on the notes portion of the file.
Before preparing a formal draft, a clear and explicit administrative decision must be recorded on the file note sheet by the competent authority. Drafting represents the external expression of an approved decision; hence, drafting cannot occur without prior written decision-making, clear authorization, and approved guidelines established in the noting section of the file.

32. (D) Draft
A proposed written communication prepared for an addressee following an official approval on a file note sheet is designated as a Draft. Until it receives formal authorization and ink signature from the competent issuing authority, the prepared text remains a draft, serving as a working template for final fair copy generation and dispatch.

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33. (A) Lucidity, completeness, and a polite but firm tone.
Effective administrative drafting requires clarity, lucidity, structural completeness, and an appropriately polite yet firm tone. Official written communications should present essential facts clearly, specify required compliance actions unequivocally, avoid ambiguous jargon, and maintain absolute politeness while conveying executive authority, ensuring recipients clearly comprehend directives without misinterpretation or reliance on unstated assumptions.

34. (C) Failing to specify the explicit deadline for requested action from the recipient.
Omitting specific completion deadlines for requested action represents a common drafting flaw in official administrative correspondence. Without explicit timelines, administrative

directives lack urgency, causing unnecessary operational delays and impeding procedural accountability. Precise dates or timeframes ensure prompt compliance, enable structured follow-up, and maintain smooth flow across government departments and recipient entities.

35. (A) An annexure is a supplementary part of the document itself (e.g., a table), whereas an enclosure is an independent attached document.
An annexure forms an integral supplementary part of a main document, such as a detailed table, schedule, or statement referenced within the body text. In contrast, an enclosure is an independent standalone document attached alongside a letter, such as a certificate, map, or separate official communication sent for supporting verification.

36. (B) I, II, and IV
Noting is an internal file analysis tool, whereas drafting creates outbound or formal communications for intended addressees. Chronologically, noting precedes drafting because policy decisions must be finalized on note sheets before a draft is drawn up. Drafts must faithfully reflect the approved noting decision, and signatures appear at the bottom right.

37. (B) It commences with the salutation 'Sir/ Madam' and ends with 'Yours faithfully'.
A formal government letter follows a structured layout. It begins with an official header and file reference number, incorporates the salutation 'Sir' or 'Madam', presents objective matter in third person or formal style, and concludes with the complimentary subscription 'Yours faithfully' above the signature and designation of the issuing authority.

38. (C) Foreign governments, state governments, autonomous bodies, and members of the public.
The formal 'Letter' format is prescribed for official external administrative correspondence conducted between central government departments and external recipient bodies. These external entities include state governments, foreign administrations, constitutional authorities, statutory bodies, autonomous organizations, and private citizens or individual members of the general public requiring formal official written executive communications.

39. (D) A circular is specifically used for imposing a major penalty on a single erring official.
A Circular is a broad administrative communication issued to convey common directives, procedural guidelines, or regulatory announcements simultaneously to multiple attached offices or employees. Disciplinary actions imposing major penalties on an individual officer require formal quasi-judicial orders or statutory charge sheets, making penalty imposition through circulars completely inappropriate in government office procedure.

40. (A) Both A and R are true and R is the correct explanation of A
An Office Memorandum (OM) serves as an internal communication mechanism between government ministries and departments. Written in the third person without formal salutations or complimentary closes, OMs convey inter-departmental information, officer opinions, or administrative decisions. Consequently, OMs are never utilized for corresponding with external bodies like foreign governments or public citizens.

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41. (B) It is written in the third person, bearing no formal salutation or complimentary close.
An Office Memorandum is characterized by its internal, formal formatting. It is written strictly in the third person (using phrases like "The undersigned is directed to state"), omitting salutations like 'Dear Sir' and complimentary closes like 'Yours faithfully'. It carries a subject title, file reference, and issuing authority signature block.

42. (B) Issuing internal transfer orders for a clerk between sections within the office.
An Office Order is an internal administrative instrument used to enforce executive decisions within an organization. It regulates internal operational matters such as personnel postings, section transfers, leave sanctions, grant of increments, or departmental discipline. Internal clerk transfers across office sections represent a standard administrative scenario governed by issuing formal office orders.

43. (A) Circular
A Circular is the prescribed official correspondence form when an administrative operational directive, such as revised office working hours, needs to be communicated uniformly to multiple subordinate offices simultaneously. Circulars

disseminate general administrative instructions efficiently across the organizational setup without requiring individual written acknowledgments or customized formal letters for each recipient department.

44. (C) It covers internal administrative matters like postings, promotions, leave sanctions, and office discipline.
The administrative scope of an official Office Order is strictly internal. It is issued to communicate internal personnel and operational decisions, including internal transfers, staff promotions, leave authorizations, administrative sanction orders, duty assignments, and internal office disciplinary instructions. It applies exclusively to internal employees working within the issuing government department or ministry.

45. (D) Bring a specific matter, event, or instruction to the attention of a targeted group or public within a timeframe.
A formal Notice serves to publicly convey information, procedural announcements, official meeting schedules, or regulatory directives to a targeted group of individuals or the general public. It ensures official communication of important dates, compliance rules, or upcoming events, establishing transparent dissemination and providing recipients a sufficient timeframe to take necessary responsive actions.

46. (A) I and II only
Demi-Official (D.O.) letters are written in the first person singular, reflecting a personal yet official tone. They are used between government officers to secure personal attention, expedite delayed administrative matters, or resolve inter-departmental bottlenecks. D.O. letters conclude with friendly subscriptions like 'Yours sincerely', rather than formal subscriptions like 'Yours faithfully'.

47. (B) Salutation: 'Dear Mr./Ms. [Name]'; Subscription: 'Yours sincerely'
Demi-Official (D.O.) correspondence utilizes personalized formal salutations and subscriptions to establish a direct, informal connection between officers. The standard salutation opens with 'Dear Mr./Ms. [Surname/Name]', while the closing subscription consistently employs 'Yours sincerely'. This personalized framework facilitates prompt inter-officer communication for urgent administrative matters without sacrificing official government executive standing.

48. (D) When issuing a formal charge sheet to a subordinate for gross misconduct.
Demi-Official letters are designed for inter-officer administrative coordination and should not replace formal statutory procedures. Issuing disciplinary communications, such as charge sheets for misconduct, requires strict adherence to prescribed legal formats, statutory orders, and official notices. Using semi-formal D.O. letters for formal disciplinary proceedings compromises statutory legal compliance and administrative validity.

49. (A) Any written communication (letters, parcels, emails) received in an office.
In government office terminology, Dak encompasses all forms of written communication received in an organization. This includes incoming physical mail, postal letters, official memorandums, notices, parcels, telegrams, faxes, and official electronic mail. Proper receipt, logging, and distribution of dak constitute the primary foundation of operational file management and office workflow.

50. (C) Central Registry (CR) Section
The Central Registry is the designated administrative section responsible for processing all incoming and outgoing office mail. It receives incoming dak, stamps receipt dates, logs communications into the Dak Diary Register, and distributes documents to respective dealing sections, while also handling outward mail dispatch, postal stamping, and official tracking records.

51. (A) Do not open it; forward it sealed directly to the addressee officer.
When mail marked 'Confidential' or 'Secret' arrives in the Central Registry, registry personnel are strictly prohibited from opening the envelope. The unopened, sealed envelope must be logged in the dak receipt register by reference to its outer details and delivered directly to the designated addressee officer or authorized personal staff.

52. (D) Sort dak, stamp 'Urgent' on priority items, and separate them for immediate presentation.
To prevent delays in processing critical communications, incoming dak must be sorted immediately upon arrival. Communications

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tagged with urgency labels, such as 'Urgent' or 'Immediate', are stamped, registered on priority, and delivered separately to concerned dealing officers without waiting for routine batch processing, ensuring timely administrative action on sensitive matters.

53. (A) Both A and R are true and R is the correct explanation of A
Routeing all outward communication through the Dispatch Section ensures formal registration in the Dispatch Register. This register logs essential particulars, including recipient address, subject, date, and postal tracking numbers, serving as verifiable legal proof that a communication officially departed the office on a specific date in compliance with administrative protocols.

54. (C) Signed in ink by the authorized officer with all enclosures attached.
Prior to enclosing a communication in an envelope for outward postal dispatch, the dispatch clerk must verify that the fair copy bears the proper ink signature or authorized digital authentication of the issuing officer. Additionally, the clerk must confirm that all referenced enclosures, annexures, and attachments are physically enclosed and correctly verified.

55. (D) It provides a tracking mechanism and a legal proof of delivery to the recipient.
Utilizing Speed Post or Registered Post for official correspondence provides tracking services and legal proof of delivery. Unlike ordinary post, registered postal services generate unique tracking receipts and delivery acknowledgments, ensuring accountable transmission, verifiable delivery timelines, and legally defensible evidence of service for important statutory or official government policy communications.

56. (A) It is a legally valid communication treated with the same gravity as a physical letter.
Under standard government administrative protocols and the Information Technology Act, communications sent through official electronic mail accounts hold complete legal validity. Official emails are recognized on par with physical signed letters, provided they originate from authorized government domain addresses and adhere to security guidelines regarding digital authentication and record retention.

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57. (B) NIC e-Office
The NIC e-Office software suite, developed by the National Informatics Centre, serves as the standardized digital platform implemented across government ministries, departments, and public institutions. It digitizes physical file operations, automates workflow handling, manages electronic receipts, and streamlines official decision-making processes within a secure, paperless modern digital administrative environment.

58. (B) A digital file with electronic notes and correspondence sections processed via workflow automation.
An e-File is the complete electronic equivalent of a physical paper file within the e-Office framework. It replicates traditional file structure by incorporating electronic note sheets on the left and digitized correspondence folders on the right, enabling official workflow processing, automated file movement, digital signatures, and permanent electronic record preservation.

59. (A) I, II, and III
Implementing the e-Office system offers major operational benefits, including eliminating physical paper wear, maintaining an immutable electronic audit trail of file movements and note entries, and enabling remote file processing for officers. However, authentication remains strictly mandatory, requiring secure cryptographic electronic signatures or Aadhaar e-Sign to validate every official administrative transaction.

60. (C) By using an Aadhaar-based e-Sign or a USB token Digital Signature Certificate (DSC).
In an e-Office environment, authenticity, legal non-repudiation, and document integrity are officially guaranteed through digital cryptographic authentication. Approving officials sign e-Notes using Aadhaar-based e-Sign services or USB token Digital Signature Certificates. These legal mechanisms embed encrypted, verifiable signatures directly into digital records, ensuring strict compliance with Information Technology Act standards.

61. (D) Systematic sorting and destruction of obsolete files exceeding retention periods.
Weeding out of records is a critical record retention activity involving regular evaluation, sorting, and physical disposal of obsolete files that have reached or exceeded prescribed retention limits. This systematic process frees

physical archive space, eliminates clutter, and maintains orderly record management in departmental record rooms without destroying valuable historical documents.

62. (C) Files cannot be destroyed arbitrarily; a destruction list must be formally reviewed and approved by competent authority.
Destroying recorded administrative files requires strict adherence to institutional approval procedures. Staff members cannot independently destroy obsolete records. A formal destruction list of eligible files must be compiled, audited against retention schedules, and submitted to the designated competent authority for explicit review and written authorization before physical disposal actually occurs.

63. (B) Retained permanently and microfilmed or digitized due to historical or policy value.
Under standard Record Retention Schedules, official files designated as Category A possess permanent historical, legal, or policy value. These permanent administrative records are preserved indefinitely, microfilmed or digitized for conservation, and eventually transferred to the National Archives or State Archives to safeguard institutional memory and ensure long-term public record availability.

64. (D) Complete shredding to prevent reconstruction, followed by sale as waste paper.
Physical destruction of approved obsolete office records must be executed securely to prevent sensitive information leaks or unauthorized record reconstruction. The prescribed method involves mechanical cross-cut shredding of physical paper documents, followed by selling the shredded pulp to authorized waste paper vendors, ensuring complete record destruction and responsible environmental disposal.

65. (A) Yes, note sheets are disclosable administrative records, subject to statutory exemptions.
Under the Right to Information Act, note sheets form part of public administrative records and are generally disclosable to applicants. Unless specific note content falls within statutory exemption categories, such as national security or confidential cabinet decisions, Public Information Officers must grant access to file note sheets upon valid RTI requests.

66. (C) Apply severability, redact the exempt text, and supply the remaining portion.
When processing Right to Information requests where documents contain exempt third-party personal details alongside disclosable information, Public Information Officers must invoke the principle of severability. The officer redacts exempt sensitive sections from note sheets or correspondence and provides the remaining non-exempt disclosable portion to the applicant, balancing transparency with privacy protection.

67. (A) They are placed in sealed covers marked in red and kept in safe custody of designated officers.
Confidential files are physically distinguished from routine administrative records by being enclosed in special protective covers clearly marked 'Confidential' in red ink. These sensitive records are withheld from general filing cabinets and stored in locked safes or dedicated locked cupboards under the personal custody of designated authorized administrative officers.

68. (D) Sent in a double sealed cover via a special messenger and logged in a secret transit register.
Transmitting highly sensitive records classified as 'Secret' or 'Top Secret' requires strict security protocols. Files must be enclosed in inner and outer double-sealed envelopes without security labels on the outer layer, logged in a specialized secret transit register, and delivered directly through designated special messengers rather than routine postal channels.

69. (B) Periodically reviewing and downgrading a file's security level as its sensitivity diminishes over time.
De-classification refers to the periodic administrative review of security-marked records, such as Secret or Confidential files, to downgrade or eliminate their security classification as time elapses and sensitivity diminishes. De-classification ensures that non-sensitive historical records become accessible for administrative reference and public archival disclosure in accordance with government disclosure rules.

70. (C) Generating a unique barcode or ID to track file receipt, dispatch, and pendency across desks.
An electronic File Tracking System utilizes unique barcode identification or numerical tracking IDs generated upon document

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creation or receipt. This system logs every file transaction, tracking physical or digital location, movement between dealing desks, and pendency status across departments, thereby establishing total accountability and preventing lost active administrative records.

71. (D) Prepare, verify, and sign a detailed list of pending files and classified documents between relieved and relieving officers.
When an administrative officer is transferred, standard office procedure requires preparing a formal handed-over list detailing all pending active files, classified documents, and keys under their custody. Both the relieved and relieving officers must physically verify, reconcile, and sign this charge transfer report, ensuring continuous administrative accountability and uninterrupted workflow.

72. (A) Search thoroughly, check movement registers, and report to higher authorities to reconstruct the file and assign responsibility.
If a physical file is reported missing, immediate procedure mandates searching concerned desks and reviewing movement registers. If untraceable, the matter must be reported to higher authorities to fix staff responsibility. A reconstructed file is opened using spare copies of correspondence and background records to resume administrative processing without disrupting operations.

73. (B) To preserve fragile records, save physical space, and enable fast, searchable data retrieval.
Digitization converts historical physical records into searchable electronic formats. Digitizing old paper records preserves fragile historical documents from physical decay, saves valuable office floor space occupied by bulky paper file bundles, and significantly enhances administrative operational efficiency by enabling rapid, indexed keyword searches and instant document retrieval across government administrative networks.

74. (B) Document attribute data (File No., Subject, Date, Keywords) entered into the system for structured searching and retrieval.
In electronic file management, metadata refers to structured attribute data attached to digitized documents, including file numbers, subject titles, dates, author details, and classification keywords. Entering accurate metadata into the digital database allows search engines to filter, locate, and retrieve electronic documents rapidly without manually opening individual scanned files.

75. (A) "Appropriate action may be taken on the matter in due course."
Ambiguous administrative drafting creates operational uncertainty by using vague phrases like "due course" or "appropriate action" without defining specific execution deadlines, designated responsible authorities, or precise operational steps. Clear official drafting demands explicit directives, unambiguous procedural responsibilities, and specific compliance timelines to ensure proper administrative action and avoid accountability failures.

76. (A) Both A and R are true and R is the correct explanation of A
Copying the full text of incoming correspondence into file notes is poor practice because it creates bloated, repetitive note sheets. The purpose of file noting is to synthesize complex facts, identify core issues, present applicable legal provisions, and propose actionable recommendations, enabling decision-makers to grasp key points quickly and efficiently.

77. (D) A junior officer overwriting and scribbling over remarks made by a senior officer to correct grammatical errors.
Junior officers overwriting or scribbling over remarks recorded by senior officials violates basic administrative ethics and file decorum. File notes constitute permanent official records that reflect individual official opinions. Altering or defacing entries written by other officers compromises record integrity, destroys historical audit trails, and violates established government procedural rules.

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78. (C) Paper Under Consideration
In standard government office administrative terminology, the acronym PUC stands for Paper Under Consideration. It denotes the primary incoming communication, letter, formal application, petition, or official proposal currently placed in a file for comprehensive examination, rule analysis, noting, and decision-making by competent administrative authorities within a central government office section.

79. (B) Third person (The undersigned, It is directed)
An Office Memorandum must be drafted strictly in the third person style. Drafts incorporate standardized passive expressions such as "The undersigned is directed to communicate" or "It is notified that". Using third-person perspective maintains official formality, objectivity, and institutional authority, distinguishing OMs from personalized correspondence formats like Demi-Official personal letters.

80. (D) Sign and date below the Head Clerk's note, adding "Approved" or specific approving remarks.
When a senior administrative officer agrees with a proposal submitted on a note sheet, standard office procedure requires appending their signature, date, and approving remarks like "Approved" directly below the subordinate official's entry. This creates an unalterable chronological audit trail, verifying executive authorization without altering prior written official notes.

81. (A) The official can edit a saved note; once forwarded, it cannot be altered or deleted.
In the e-Office system, an official can edit or modify a draft e-Note as long as it remains saved locally on their user desk. However, once the e-File is formally signed and forwarded to another desk in the workflow, the e-Note becomes locked, permanent, and unalterable, preserving audit trail integrity.

82. (C) Unsigned rough drafts and extra reference photocopies.
Active correspondence sections of government files should contain only signed original communications, approved policy directives, and official letters. Unsigned rough drafts, spare duplicate copies, and casual notes represent ephemeral materials that must be excluded from permanent correspondence folders to prevent file clutter and maintain authentic, uncluttered official administrative record documentation.

83. (A) Failing to state the specific applicable rule, providing multiple options without a clear recommendation.
In file noting, presenting multiple options without pinpointing the exact governing service rule or providing a clear administrative recommendation confuses decision-makers. A complete note sheet entry must identify applicable statutory rules, analyze precedents, and present a definitive, well-reasoned recommendation to guide the sanctioning authority toward a decisive, legally sound conclusion.

84. (D) Sent for internal noting/advice without a formal letter, to obtain concurrence or opinion.
An Unofficial (U.O.) reference involves sending an active administrative file directly to another ministry or section, such as Finance or Law, for internal noting, expert advice, or financial concurrence. Transmitting files U.O. avoids formal external correspondence, enabling inter-departmental consultation directly on note sheets while preserving a unified official case history.

85. (B) Referencing
Referencing is the administrative process of linking specific documents, note paragraphs, or previous decisions in a file using page numbers, flags, or tags. Proper referencing allows officials to cross-examine relevant background documents, previous precedents, and statutory rules efficiently during file processing without searching through unindexed physical paper file pages.

86. (C) To immediately draw the decision-maker's attention to the specific document or page discussed in the note.
Attaching flags or slips labeled 'A', 'B', or 'PUC' to specific pages in a file serves to draw the decision-maker's immediate attention to cited documents. Flags eliminate time wasted manually turning pages, enabling officers to locate referenced communications, background rules, or policy precedents directly while reading current administrative file notes.

87. (D) To record accompanying attachments (like certificates or cheques) so they are not missed during packaging.
An Enclosure Register is maintained in the dispatch wing to log valuable or supplementary physical attachments sent alongside outward correspondence, such as financial cheques, original certificates, maps, or reports. Registering enclosures ensures that dispatch clerks verify each attachment before sealing packages, preventing missing documents and legal disputes during postal transit.

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88. (A) A DO letter loses its personal impact if used for routine matters.
Demi-Official (D.O.) letters are intended for high-priority, urgent, or delayed administrative matters requiring personal officer intervention. Routinely issuing D.O. letters for minor operational tasks diminishes their urgency and personal weight, leading addressees to treat them like standard routine mail and undermining their efficacy as an effective administrative escalation tool.

89. (B) A copy of communication forwarded to additional parties, appended at the bottom of the original letter.
An Endorsement is a brief administrative note added at the bottom or end of an official communication, or sent as an attached copy, to transmit the document to secondary recipients for information, compliance, or necessary action. It avoids re-drafting full separate letters for secondary addressees while maintaining official legal continuity.

90. (B) Divide the file into 'Volume I', 'Volume II', etc., preserving page numbering continuity.
When an active physical file becomes bulky (exceeding 200 to 250 pages), office rules mandate splitting it into sequential volumes, designated as Volume I, Volume II, and so on. Page numbering must remain continuous across volumes, ensuring that notes and correspondence remain legible, manageable, and physically protected from cover damage.

91. (A) A summary showing concrete steps executed based on decisions finalized in the file.
An Action Taken Report is a formal administrative document summarizing specific measures, operational steps, or administrative orders implemented in response to decisions finalized on a file note. ATRs ensure compliance tracking, facilitate supervisory oversight, and confirm that official approvals or committee decisions have been fully executed in actual administrative practice.

92. (C) Type the catchword at the bottom right of preceding pages, and number all pages.
When drafting multi-page official communications, standard office guidelines require pagination across all pages. To ensure seamless reading and prevent missing pages, a catchword (the first word of the following page) is typed at the bottom right corner of each preceding page, accompanied by clear page numbers on every typed sheet.

93. (D) Merge the part file into the main file, integrating notes and correspondence chronologically.
Once a main file becomes available after temporary absence, any opened part file must immediately be merged into it. The notes and correspondence created within the part file are integrated into the main file in strict chronological order, renumbering pages to maintain a single, coherent, and complete official file record.

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94. (C) A unique chronological serial number assigned to dak upon receipt in the registry.
A Diary Number is a unique sequential identification number assigned to incoming dak upon receipt in the central registry or section diary. Logging the diary number alongside entry date and sender details creates an immediate administrative receipt entry, ensuring receipt tracking and audit accountability for all incoming official correspondence.

95. (B) File RTI applications properly in dedicated files to adhere to the 30-day statutory timeline.
Public Information Officers must maintain separate, dedicated files for each received Right to Information application. Systematic RTI file management ensures accurate tracking of receipt dates, note processing, and third-party notices, enabling strict compliance with the statutory 30-day decision deadline and maintaining complete records for potential appeals before higher Information Commissions.

96. (D) A note stating "PUC is placed below for perusal and signature."
A Routine Note is a brief, procedural entry recorded on a note sheet without detailed legal analysis or policy discussion. A note stating "PUC is placed below for perusal and signature" exemplifies a routine note, as it merely submits correspondence for signature or perusal without adding complex analytical commentary.

97. (A) The reply must ideally be drafted in the official language in accordance with the Official Languages Act.
Under the provisions of the Official Languages Act and official language rules, when incoming correspondence is received in the official language,

official policy mandates that the outgoing reply should also be drafted in the official language. This practice ensures language policy compliance and maintains administrative consistency in official government communications.

98. (C) Verbally discuss the matter, then record a note summarizing the discussion and decision taken.
When an officer writes "Discuss" or "Please speak" on a file note, the dealing assistant or subordinate officer must verbally discuss the case with the senior official. Following the discussion, a formal note sheet entry summarizing the verbal points discussed and decisions reached must be recorded to maintain complete written audit trails.

99. (A) Pasting a fresh slip of paper over an old noting to rewrite a decision.
Pasting a fresh slip of paper over existing file notes to rewrite or alter decisions severely compromises the administrative audit trail. Standard office procedure strictly prohibits masking, pasting over, erasing, or defacing recorded file notes, as doing so destroys historical transparency, conceals original officer opinions, and constitutes serious administrative misconduct.

100. (D) An active file on which action is ongoing and which is not yet recorded or closed.
A Current File refers to an active administrative file on which action is ongoing and processing is not yet completed. Unlike recorded or closed files transferred to record rooms, a current file remains actively handled across dealing desks and section registers until final orders are issued and the file is formally recorded.

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CHAPTER 03

Central Civil Services (Classification, Control and Appeal) Rules, 1965

1. What is the full form of the abbreviation "CCS (CCA) Rules, 1965"?
(A) Central Civil Services (Classification, Control and Appeal) Rules, 1965
(B) Central Civil Services (Conduct, Classification and Appeal) Rules, 1965
(C) Central Civil Services (Control, Conduct and Assessment) Rules, 1965
(D) Central Civil Services (Classification, Conduct and Administration) Rules, 1965

2. Under which Article of the Constitution of India were the Central Civil Services (Classification, Control and Appeal) Rules, 1965 formulated by the President of India?
(A) Article 309
(B) Article 311
(C) Article 315
(D) Article 320

3. To which of the following categories of employees do the CCS (CCA) Rules, 1965 NOT apply?
(A) Members of the All India Services
(B) Civilian employees working in the Defence Services
(C) Group 'C' employees of the Central Government
(D) Group 'B' gazetted officers of the Union Territory Administration

4. Under Rule 2 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, which of the following defines a "Disciplinary Authority"?
(A) The authority empowered under service rules that originally appointed the government servant to the service
(B) The administrative authority specified by the President of India to oversee the general conduct of employees
(C) The administrative head of the department or ministry where the government employee is currently posted
(D) The authority competent under these rules to impose any of the statutory penalties specified in Rule 11

5. How are the Central Civil Services classified under Rule 4 of the CCS (CCA) Rules, 1965?
(A) Group I, Group II, Group III, Group IV
(B) Group A, Group B, Group C
(C) Gazetted, Non-Gazetted, Subordinate, Inferior
(D) Class I, Class II, Class III, Class IV

6. Under Rule 2(a) of the CCS (CCA) Rules, 1965, the "Appointing Authority" in relation to a Government servant means the authority empowered to:
(A) Initiate disciplinary proceedings and issue charge sheets against the Government servant
(B) Sanction periodic leave, increments, and allowances for the Government servant
(C) Make appointments to the Service or post of which the employee is a member
(D) Review the Annual Performance Appraisal Report (APAR) and records of the Government servant

7. Which of the following conditions must be satisfied for a person to be classified as a "Government servant" under the purview of the CCS (CCA) Rules, 1965?
(A) They must be a contingent staff member drawing pay directly from office contingencies
(B) They must be an employee of a State Government serving on deputation to a private undertaking
(C) They must be a locally recruited administrative staff member serving in an Indian Embassy abroad
(D) They are appointed to a civil service or post in connection with the affairs of the Union

8. What is the primary meaning of "Suspension" in the context of the CCS (CCA) Rules, 1965?
(A) An executive order temporarily debarring a

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government servant from discharging official duties
(B) A statutory minor penalty imposed under Rule 11 on an employee for administrative lapses
(C) A statutory major penalty preceding the formal order of dismissal from civil service
(D) An involuntary retirement from service enforced by the competent authority pending vigilance clearance

9. Under Rule 10(1) of the CCS (CCA) Rules, 1965, which of the following is a valid ground for placing a government servant under suspension?
(A) When a minor penalty proceeding under Rule 16 is actively contemplated against the employee
(B) When the employee engages in activities prejudicial to the security of the State
(C) When the employee takes unauthorized casual leave or absence from duty for more than two days
(D) When the employee receives an adverse remark or rating in the Annual Performance Appraisal Report

10. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): Suspension under the CCS (CCA) Rules, 1965 is not classified as a penalty.
Reason (R): During the period of suspension, the employer-employee relationship is completely terminated.
In light of the above statements, choose the correct answer from the options given below:
(A) Both (A) and (R) are true and (R) is the correct explanation of (A)
(B) Both (A) and (R) are true but (R) is not the correct explanation of (A)
(C) (A) is true but (R) is false
(D) (A) is false but (R) is true

11. Which Standard Form (SF) is prescribed for issuing an order of suspension to a government servant under the CCS (CCA) Rules, 1965?
(A) SF-1
(B) SF-2
(C) SF-5
(D) SF-11

12. Under what condition is a government servant placed under "Deemed Suspension" according to Rule 10(2) of the CCS (CCA) Rules, 1965?
(A) If the employee remains absent from official duty without authorization for a period exceeding 7 days
(B) If a formal charge sheet for initiating major penalty proceedings is served upon the employee
(C) If the employee is detained in custody on a criminal charge or otherwise for over 48 hours
(D) If the employee faces serious allegations of gross financial irregularity in a preliminary audit

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13. How frequently must an order of suspension be reviewed by the competent Review Committee before its expiry, to decide on its extension or revocation?
(A) Within 30 days from the effective date of suspension
(B) Within 60 days from the effective date of suspension
(C) Within 90 days from the effective date of suspension
(D) Within 180 days from the effective date of suspension

14. What is the maximum period for which an order of suspension can be extended at a time by the competent authority, upon the recommendation of the Review Committee?
(A) 90 days
(B) 120 days
(C) 180 days
(D) 365 days

15. Consider the following statements regarding the effect of suspension:
I. A suspended employee cannot leave the headquarters without prior permission of the competent authority.
II. A suspended employee is entitled to draw their full salary as subsistence allowance.
III. Resignation from service is normally not accepted while an employee is under suspension.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

16. If a government servant is convicted for an offence and sentenced to imprisonment for a period exceeding 48 hours, what is the immediate

administrative consequence under the CCS (CCA) Rules, 1965?
(A) Automatic dismissal from service without holding a departmental inquiry
(B) Issuance of a formal minor penalty charge sheet under Rule 16
(C) Immediate compulsory retirement from service by executive order
(D) Deemed suspension from the date of conviction

17. Which of the following is NOT classified as a "Minor Penalty" under Rule 11 of the CCS (CCA) Rules, 1965?
(A) Reduction to a lower time-scale of pay, grade, post or service
(B) Censure
(C) Withholding of promotion
(D) Reduction to a lower stage in the time-scale of pay for a specified period without cumulative effect

18. What is the implication of the minor penalty of "Censure" on a government servant?
(A) It permanently affects and reduces the final pensionary and retirement benefits of the employee
(B) It results in an immediate and mandatory financial recovery from the employee's monthly pay
(C) A formal reprimand recorded in service book, affecting promotion if assessed by DPC
(D) It automatically stops and forfeits the employee's next annual increment across all scales

19. If the penalty of "withholding of increment" is imposed on a government servant without cumulative effect, what does this signify?
(A) The increment is restored after penalty period without affecting future increments
(B) The increment is lost forever, thereby permanently postponing all subsequent future increments
(C) The employee is immediately demoted to the base pay level of the applicable pay matrix
(D) The employee will permanently not receive any further increments for the remainder of service

20. A government employee causes financial loss of Rs. 15,000 to the office due to negligence in handling official equipment. Under Rule 11 of the CCS (CCA) Rules, 1965, which penalty specifically addresses the recovery of this loss?
(A) Formal Censure recorded in the service book of the employee
(B) Withholding of periodic increments of pay for a specified duration
(C) Immediate compulsory retirement from service with reduced benefits
(D) Recovery from pay of pecuniary loss caused by negligence

21. For imposing a minor penalty under Rule 16 of the CCS (CCA) Rules, 1965, what is the standard procedural requirement?
(A) Conducting a mandatory full-scale formal oral inquiry with the appointment of an Inquiry Officer
(B) Issuing a Memorandum of imputations and granting time for a written representation
(C) Publishing the detailed misconduct allegations in a local newspaper and inviting public comments
(D) Immediately deducting the calculated penalty amount from the salary without issuing prior notice

22. Under which specific sub-rule of Rule 11 of the CCS (CCA) Rules, 1965 is the penalty of "Withholding of promotion" classified?
(A) Rule 11 (i)
(B) Rule 11 (ii)
(C) Rule 11 (iii)
(D) Rule 11 (iv)

23. Which of the following statements correctly differentiates between "Warning" and "Censure"?
(A) Warning is a statutory minor penalty under Rule 11, whereas Censure is purely an informal administrative action
(B) Both Warning and Censure have precisely identical statutory impacts on the final pensionary benefits of employees
(C) Warning must strictly be issued in Standard Form 11, whereas Censure is always issued on plain official paper
(D) Censure is a formal statutory penalty under CCA rules, whereas Warning is an administrative action

24. Which of the following is classified as a "Major Penalty" under Rule 11 of the CCS (CCA) Rules, 1965?
(A) Compulsory retirement
(B) Withholding of increments of pay

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(C) Recovery from pay of any pecuniary loss caused to the government
(D) Censure

25. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): The penalty of "Dismissal from Service" generally disqualifies a government servant from future employment under the Government.
Reason (R): Dismissal from service involves a complete forfeiture of past service and pensionary benefits.
In light of the above statements, choose the correct answer from the options given below:
(A) Both (A) and (R) are true and (R) is the correct explanation of (A)
(B) Both (A) and (R) are true but (R) is not the correct explanation of (A)
(C) (A) is true but (R) is false
(D) (A) is false but (R) is true

26. Under the CCS (CCA) Rules, 1965, what is the primary difference between the penalties of "Removal from service" and "Dismissal from service"?
(A) Removal automatically allows for full pension, whereas dismissal completely bars any pensionary compensation
(B) Removal does not ordinarily disqualify from future government employment, whereas dismissal does
(C) Removal is legally classified as a statutory minor penalty, whereas dismissal is classified as a major penalty
(D) Removal requires prior approval of the President, whereas dismissal only requires approval of the Appointing Authority

27. The penalty of "Reduction to a lower time-scale of pay, grade, post or Service" falls under which category, and what is a mandatory requirement for its imposition under the CCS (CCA) Rules, 1965?
(A) Major penalty; it requires an inquiry under Rule 14 before imposition
(B) Minor penalty; it can be imposed without giving a hearing
(C) Major penalty; it can be imposed simply by issuing a show-cause notice
(D) Minor penalty; it requires approval of the Union Public Service Commission

28. If a disciplinary authority proposes to impose the penalty of compulsory retirement on an employee, which rule outlines the detailed procedure to be followed?
(A) Rule 10
(B) Rule 14
(C) Rule 16
(D) Rule 19

29. Which of the following authorities is strictly prohibited from imposing the penalties of dismissal, removal, or compulsory retirement on a government servant?
(A) The President of India acting as the supreme executive
(B) The designated Appointing Authority for the respective post
(C) The Head of the Department controlling the administrative cadre
(D) Authority subordinate to Appointing Authority

30. Consider the following statements regarding major penalties under the CCS (CCA) Rules, 1965:
I. Dismissal from service is the most severe penalty under the CCS (CCA) Rules.
II. A government servant removed from service is automatically barred from appearing in UPSC examinations forever.
III. Compulsory retirement as a penalty is different from retirement under FR 56(j).
IV. Reduction to a lower stage in the time-scale of pay for a period exceeding three years is treated as a major penalty.
Which of the above statement(s) is/are correct?
(A) I, II and III
(B) I, III and IV
(C) II, III and IV
(D) I, II, III and IV

31. Under Rule 14 of the CCS (CCA) Rules, 1965, what is the first formal step to initiate disciplinary proceedings for imposing a major penalty?
(A) Formal appointment of an Inquiry Officer to conduct the departmental proceedings
(B) Framing definite articles of charge based on imputations of misconduct
(C) Placing the government servant under immediate administrative suspension from service
(D) Examination of relevant prosecution witnesses during a preliminary fact-finding inquiry

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32. Which standard form is used to issue a charge sheet for imposing a major penalty on a government servant under the CCS (CCA) Rules, 1965?
(A) SF-1
(B) SF-5
(C) SF-10
(D) SF-11

33. A charge sheet issued under Rule 14 of the CCS (CCA) Rules, 1965 comprises several annexures. Which of the following is NOT typically a part of the standard annexures in a major penalty charge sheet?
(A) List of preliminary inquiry questions and answers
(B) Articles of charge
(C) Statement of imputations of misconduct or misbehaviour
(D) List of documents and witnesses by which the articles of charge are proposed to be sustained

34. Who is appointed by the Disciplinary Authority to present the case in support of the articles of charge during a major penalty inquiry?
(A) Inquiry Officer
(B) Defence Assistant
(C) Presenting Officer
(D) Vigilance Officer

35. A government servant is charged with gross insubordination. During the inquiry under Rule 14 of the CCS (CCA) Rules, 1965, the employee requests to engage a private legal practitioner to present their case. Under what condition is this legally permissible?
(A) If the Presenting Officer is a legal practitioner, or if Disciplinary Authority permits
(B) Only if the employee personally pays all professional fees for the legal practitioner from personal funds
(C) It is legally permissible by default for all Group B gazetted officers facing departmental inquiries
(D) Legal practitioners are absolutely barred from appearing in departmental proceedings under all circumstances

36. What is the role of an Inquiry Officer in a disciplinary proceeding under the CCS (CCA) Rules, 1965?
(A) To act actively as a prosecutor and ensure the charged government servant is penalized
(B) To act as an official defence counsel protecting the rights of the charged officer
(C) To determine and recommend the exact quantum of penalty to be imposed on the officer
(D) To act as an impartial adjudicator evaluating if charges are proved by evidence

37. After receiving the charge sheet under Rule 14 of the CCS (CCA) Rules, 1965, within how many days is the charged officer generally expected to submit their written statement of defence?
(A) 5 days
(B) 10 days
(C) 15 days
(D) 30 days

38. If the charged officer admits all the articles of charge unequivocally in their written statement of defence under the CCS (CCA) Rules, 1965, what is the subsequent course of action for the Disciplinary Authority?
(A) Must still formally appoint an Inquiry Officer and examine all listed prosecution witnesses
(B) Must forward the entire case file to the Central Vigilance Commission before proceeding further
(C) Record findings on charges, drop inquiry, and decide on suitable penalty
(D) Must hold a mandatory formal oral hearing with the charged officer before imposing any penalty

39. During the course of a departmental inquiry, if a witness is examined by the Presenting Officer, what is the right given to the charged officer regarding that witness?
(A) Re-examination of prosecution witnesses
(B) Impeachment of prosecution witnesses
(C) Vetoing the witness statements
(D) Cross-examination

40. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): Disciplinary proceedings can be held ex-parte if the charged officer refuses to participate despite receiving notices.
Reason (R): Principles of natural justice require that the inquiry must be abandoned if the charged officer is not physically present to defend themselves.
In light of the above statements, choose the

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correct answer from the options given below:
(A) Both (A) and (R) are true and (R) is the correct explanation of (A)
(B) Both (A) and (R) are true but (R) is not the correct explanation of (A)
(C) (A) is true but (R) is false
(D) (A) is false but (R) is true

41. In departmental disciplinary proceedings under the CCS (CCA) Rules, 1965, what standard of proof is required to hold a charge as proved?
(A) Proof beyond reasonable doubt
(B) Preponderance of probability
(C) Absolute certainty
(D) Prima facie assumption

42. What happens if the Disciplinary Authority disagrees with the findings of the Inquiry Officer?
(A) The Disciplinary Authority must accept the findings, as the Inquiry Officer's report is strictly binding on all aspects
(B) Record tentative reasons for disagreement, share with officer, and seek representation
(C) The Disciplinary Authority can record its reasons for disagreement and remit the case back for a fresh inquiry from scratch
(D) The Disciplinary Authority must refer the matter to the Appellate Authority for mandatory arbitration and final orders

43. Under Rule 15 of the CCS (CCA) Rules, 1965, before imposing a major penalty, is it mandatory to supply a copy of the Inquiry Officer's report to the charged officer?
(A) Yes, a copy must be given to allow the charged officer to submit a representation
(B) No, it remains an internal confidential document reserved exclusively for the Disciplinary Authority
(C) Yes, but only in circumstances where the Inquiry Officer has held all the charges as not proved
(D) No, the official report is only provided to the employee after the final penalty is formally imposed

44. Under Rule 19 of the CCS (CCA) Rules, 1965, special procedures are laid down where standard inquiry procedures can be dispensed with. In which of the following situations can a penalty be imposed without holding an inquiry?
(A) When the charged officer remains on unauthorized leave continuously for 30 days
(B) When the Disciplinary Authority feels a formal inquiry will consume too much time
(C) When convicted on a criminal charge by a Court of Law
(D) When the charged officer belongs to Group D or equivalent subordinate service

45. Consider the following statements regarding the role of a Defence Assistant in an inquiry under the CCS (CCA) Rules, 1965:
I. A charged officer can nominate another government servant to present their case.
II. A retired government servant cannot be nominated as a Defence Assistant under any circumstances.
III. The Defence Assistant can cross-examine the witnesses produced by the Presenting Officer.
Which of the above statement(s) is/are correct?
(A) I only
(B) I and III only
(C) II and III only
(D) I, II and III

46. What is the procedure if a Disciplinary Authority institutes major penalty proceedings under Rule 14, but subsequently concludes, based on the inquiry report, that only a minor penalty is warranted?
(A) It must formally cancel the proceedings and issue a fresh charge sheet under Rule 16
(B) It must seek the prior administrative approval of the President to convert the penalty
(C) Directly impose the minor penalty based on Rule 14 proceedings
(D) It must conduct a fresh summary trial with new witnesses before imposing the minor penalty

47. Who has the authority to appoint an Inquiry Officer for conducting disciplinary proceedings under the CCS (CCA) Rules, 1965?
(A) The Presenting Officer
(B) The Disciplinary Authority
(C) The Central Administrative Tribunal
(D) The Vigilance Commission

48. What does "Ex-parte proceedings" mean in the context of the CCS (CCA) Rules, 1965?
(A) Proceedings conducted entirely without the appointment or involvement of a Presenting Officer
(B) Proceedings where the designated Inquiry Officer is a former retired High Court judge

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(C) Proceedings held outside the official designated headquarters of the charged government officer
(D) Proceedings held in the absence of a charged officer who fails to appear

49. The fundamental constitutional safeguard that "no person shall be dismissed or removed by an authority subordinate to that by which he was appointed" is enshrined in which Article of the Constitution of India, forming the basis of Rule 13 of the CCS (CCA) Rules, 1965?
(A) Article 309
(B) Article 311(1)
(C) Article 312
(D) Article 320

50. A government servant is found to have submitted a forged graduation degree at the time of initial appointment. Following a regular departmental inquiry under Rule 14 of the CCS (CCA) Rules, 1965, the charge is conclusively proved. Which penalty is most legally appropriate and generally prescribed for securing appointment through forged documents?
(A) Withholding of three increments with cumulative effect
(B) Compulsory retirement
(C) Dismissal from service
(D) Reduction to a lower post

51. In the sequence of examination of witnesses during a departmental inquiry under the CCS (CCA) Rules, 1965, what follows the 'Examination-in-Chief' of a prosecution witness?
(A) Cross-examination by the Defence
(B) Immediate re-examination conducted by the Presenting Officer
(C) Formal interrogation conducted by the Disciplinary Authority
(D) Direct cross-examination conducted by the Inquiry Officer

52. Which authority is empowered to act as the Appellate Authority under the CCS (CCA) Rules, 1965?
(A) The administrative authority immediately subordinate to the designated Disciplinary Authority
(B) Only the President of India acting as the supreme executive authority
(C) The Central Vigilance Commission operating through its statutory bench
(D) An authority specified in Schedule, higher than Disciplinary Authority

53. Against which of the following orders does an appeal NOT lie under Rule 22 of the CCS (CCA) Rules, 1965?
(A) An order of administrative suspension made under Rule 10 by competent authority
(B) Interlocutory order passed by an Inquiry Officer during inquiry
(C) A formal order imposing the statutory minor penalty of censure on the employee
(D) An order enhancing a statutory disciplinary penalty already imposed on the officer

54. What is the prescribed time limit within which a government servant must file an appeal against an order imposing a penalty, as per Rule 23 of the CCS (CCA) Rules, 1965?
(A) 15 days from the date of receiving the order
(B) 30 days from the date of receiving the order
(C) 45 days from the date of receiving the order
(D) 90 days from the date of receiving the order

55. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): An Appellate Authority can enhance the penalty imposed by the Disciplinary Authority.
Reason (R): The Appellate Authority has absolute discretion to enhance a penalty without giving any further notice to the appellant.
In light of the above statements, choose the correct answer from the options given below:
(A) Both (A) and (R) are true and (R) is the correct explanation of (A)
(B) Both (A) and (R) are true but (R) is not the correct explanation of (A)
(C) (A) is true but (R) is false
(D) (A) is false but (R) is true

56. What is the correct channel for submitting an appeal under the CCS (CCA) Rules, 1965?
(A) It must be submitted through the authority which made the order appealed against
(B) It must be sent directly to the Appellate Authority bypassing the Disciplinary Authority
(C) It must be submitted through a registered trade union
(D) It must be filed directly in the Central Administrative Tribunal

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57. Which of the following is a strict requirement for the form and contents of an appeal under Rule 26 of the CCS (CCA) Rules, 1965?
(A) It must be typed formally on non-judicial stamp paper of prescribed value
(B) Be self-contained with material facts, without disrespectful language
(C) It must contain disrespectful and strong language to highlight severity of grievance
(D) It must be formally endorsed in writing by at least three senior colleagues of appellant

58. Under Rule 29 of the CCS (CCA) Rules, 1965, the power of "Revision" allows certain authorities to call for the records of an inquiry and revise the order. Who among the following generally holds the power of revision?
(A) The Presenting Officer designated for the departmental inquiry
(B) The President, Appellate Authority, or specified authority
(C) The Inquiry Officer who originally conducted the formal inquiry proceedings
(D) Any Gazetted Officer serving within the same administrative department

59. When an Appellate Authority or Revisional Authority proposes to enhance a penalty under the CCS (CCA) Rules, 1965, what mandatory procedure must be followed?
(A) Issue a show-cause notice allowing representation against proposed enhancement
(B) Inform and obtain full administrative concurrence from the Central Vigilance Commission
(C) Obtain prior formal statutory approval of the Union Public Service Commission in all cases
(D) Conduct a completely new major penalty inquiry under Rule 14 from the very beginning

60. Consider the following stages of a disciplinary proceeding under Rule 14 of the CCS (CCA) Rules, 1965:
I. Delivery of the charge sheet.
II. Appointment of the Inquiry Officer.
III. Submission of the written statement of defence by the charged officer.
IV. Examination of prosecution witnesses.
What is the correct chronological sequence of these stages?
(A) I, II, III, IV
(B) I, III, II, IV
(C) II, I, IV, III
(D) I, III, IV, II

61. Rule 29A of the CCS (CCA) Rules, 1965, deals with the power of "Review". Who is solely empowered to exercise the power of Review under this rule?
(A) The Central Vigilance Commissioner
(B) The Appellate Authority
(C) The Head of the Department
(D) The President of India

62. On what specific ground can a review petition be entertained under Rule 29A of the CCS (CCA) Rules, 1965?
(A) When the charged officer formally feels that the imposed penalty is excessively harsh
(B) When there is an official administrative change in the incumbent Disciplinary Authority
(C) When new material evidence, unavailable when passing order, comes to notice
(D) When the charged officer's recognized trade union calls for a general industrial strike

63. If an employee is suspended, and the suspension order is neither reviewed nor extended by the Review Committee before the expiry of 90 days, what is the legal consequence?
(A) The order of suspension becomes permanent until final outcome of the inquiry
(B) Suspension order lapses, employee is reinstated
(C) The suspended employee is legally deemed to be dismissed from civil service
(D) The Disciplinary Authority must re-issue a fresh suspension order starting from day 91

64. What happens to the period of suspension if a government servant, who was suspended pending a departmental inquiry, is fully exonerated of all charges at the end of the proceedings?
(A) The entire period of suspension is mandatorily treated as extraordinary leave without pay
(B) The entire period of suspension is treated as half-pay leave for all service benefits
(C) The employee receives only subsistence allowance drawn and period is excluded from pension
(D) Treated as duty for all purposes with full pay and allowances paid

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65. A government servant refuses to physically accept the memorandum of charges (charge sheet) handed over by the administrative branch. What is the legally sound procedure to ensure service of the charge sheet?
(A) Send by registered post to residential address; if refused, deemed served
(B) The administration should drop all charges since physical service could not be completed
(C) The local police should be called to arrest the employee for administrative refusal of service
(D) The formal charge sheet should be pasted publicly on the main entrance of the office gate

66. Can a Disciplinary Authority act as an Inquiry Officer in a case where it has issued the charge sheet under the CCS (CCA) Rules, 1965?
(A) No, it violates natural justice principles because the prosecutor cannot act as the judge
(B) Yes, but only in proceedings involving minor penalties under Rule 16 of CCA rules
(C) Yes, rules permit Disciplinary Authority to inquire into misconduct itself
(D) No, an Inquiry Officer must always be appointed from an external administrative department

67. Which of the following defines a "Show Cause Notice" in the context of minor penalty proceedings?
(A) Directing employee to show cause why proposed action should not be taken
(B) A formal notice declaring the final statutory penalty imposed on the government employee
(C) A formal notice issued to a prosecution witness to appear before the Inquiry Officer
(D) A notice terminating the existing government employment contract with immediate effect

68. Under the CCS (CCA) Rules, 1965, if a government servant is undergoing a minor penalty of "withholding of increment", does it constitute a bar on their consideration for promotion?
(A) No, the penalty has no bearing on promotion considerations
(B) Yes, they are permanently debarred from future promotions
(C) No, they can be promoted immediately but the increment in the promoted scale will be withheld
(D) Yes, they cannot be considered for promotion during the currency of the penalty

69. If a government servant alleges that the appointed Inquiry Officer is biased against them, what right does the employee have?
(A) They can physically boycott the inquiry proceedings without providing any written reason
(B) Submit representation to Disciplinary Authority to change IO on bias grounds
(C) They can directly approach the competent High Court to halt the departmental proceedings
(D) They have no legal right under rules to object to the appointed designated Inquiry Officer

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70. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): During an inquiry, the Inquiry Officer can refuse the charged officer's request to summon certain documents.
Reason (R): The Inquiry Officer has the power to deny requests for documents if they consider such documents to be irrelevant to the case.
In light of the above statements, choose the correct answer from the options given below:
(A) Both (A) and (R) are true and (R) is the correct explanation of (A)
(B) Both (A) and (R) are true but (R) is not the correct explanation of (A)
(C) (A) is true but (R) is false
(D) (A) is false but (R) is true

71. In a departmental inquiry, who bears the primary burden of proof to establish that the charges against the government servant are true?
(A) The Charged Officer defending the case
(B) The appointed impartial Inquiry Officer
(C) The designated Appellate Authority
(D) Presenting Officer

72. Which of the following is an example of an imputation of misconduct that would warrant disciplinary proceedings under the CCS (CCA) Rules, 1965?
(A) Refusing to perform official duties citing personal inconvenience
(B) Participating in a recognized staff welfare association meeting after office hours
(C) Applying for earned leave three months in advance

(D) Submitting a representation regarding a delay in GPF advance

73. What is the role of the Central Vigilance Commission (CVC) in disciplinary proceedings involving Group A officers?
(A) The Central Vigilance Commission directly imposes the statutory disciplinary penalty
(B) Disciplinary Authority consults CVC for first and second stage advice
(C) The Central Vigilance Commission acts directly as the statutory Appellate Authority
(D) The Central Vigilance Commission appoints the Defence Assistant for the charged officer

74. If an employee commits an act of sexual harassment at the workplace, which special provision under the CCS (CCA) Rules, 1965 is invoked regarding the inquiry?
(A) The departmental inquiry is completely bypassed, and the employee is summarily dismissed
(B) Complaints Committee is deemed to be the Inquiring Authority
(C) A retired male High Court judge must mandatorily be appointed as the sole Inquiry Officer
(D) The matter is handed over to police, and departmental proceedings are suspended indefinitely

75. Consider the following statements about the Presenting Officer (PO):
I. The PO is appointed by the Disciplinary Authority.
II. The PO's role is to lead evidence on behalf of the Disciplinary Authority.
III. The PO submits a final written brief summing up the prosecution case to the Inquiry Officer.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

76. What is the maximum time limit normally stipulated for completing a regular departmental inquiry and submitting the report by the Inquiry Officer, counting from the date of receipt of the order of appointment?
(A) 3 months
(B) 6 months
(C) 12 months
(D) 24 months

77. Which authority is competent to impose the penalty of dismissal from service on a Group B officer under the CCS (CCA) Rules, 1965?
(A) The immediate subordinate officer controlling the division
(B) The head of the local office where the officer is posted
(C) The Central Vigilance Commissioner in consultation
(D) Appointing Authority or a higher authority

78. An Inquiry Officer is appointed by the competent authority to inquire into charges against a senior clerk. During the inquiry, the Presenting Officer fails to produce a key document. The Inquiry Officer uses personal knowledge of the office files to retrieve the document and uses it against the clerk. As per the CCS (CCA) Rules, 1965, is this action by the Inquiry Officer legally valid?
(A) Yes, the Inquiry Officer must do everything necessary to ensure guilty employees are punished
(B) Yes, the Inquiry Officer can substitute for the Presenting Officer if the latter is incompetent
(C) No, IO must act as an impartial adjudicator and cannot collect evidence
(D) No, the Inquiry Officer can only retrieve official office documents if authorized by local police

79. When an employee is placed under suspension, they are paid a "Subsistence Allowance." Do the CCS (CCA) Rules govern the exact quantum and rules of this allowance?
(A) Yes, Rule 11 of CCA rules dictates the exact quantum and percentage of allowance
(B) No, it is governed by Fundamental Rules (FR 53)
(C) Yes, Rule 14 details the step-by-step calculation of subsistence allowance
(D) No, subsistence allowance is governed exclusively by the CCS (Pension) Rules

80. A government servant facing major penalty proceedings under Rule 14 retires upon superannuation before the inquiry is concluded. What is the status of the disciplinary proceedings?
(A) The departmental proceedings automatically lapse completely and are dropped
(B) The departmental proceedings are automatically converted into minor penalty

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proceedings
(C) The departmental proceedings are immediately transferred to a criminal court of law
(D) Continue under CCS (Pension) Rules, deemed acting for President

81. Under Rule 18 of the CCS (CCA) Rules, 1965, common proceedings can be ordered when two or more government servants are concerned in any case. Who has the authority to order common proceedings?
(A) Authority competent to dismiss all such servants
(B) The designated Inquiry Officer conducting the hearing
(C) The Presenting Officer representing the department
(D) The Central Administrative Tribunal having jurisdiction

82. Which of the following is NOT an essential right of a charged officer during a departmental inquiry under the CCS (CCA) Rules, 1965?
(A) Right to receive a copy of the charge sheet and imputations
(B) Right to inspect relevant official documents listed in the charge sheet
(C) Right to demand the immediate transfer of the Disciplinary Authority
(D) Right to submit a written brief after the Presenting Officer has submitted theirs

83. If a government servant is fully exonerated in a disciplinary proceeding, what entry is made in their Annual Performance Appraisal Report (APAR) regarding the proceedings?
(A) No entry regarding proceedings/exoneration is made in APAR
(B) A detailed written summary of the charges and exoneration is recorded in APAR
(C) A mandatory red ink entry is formally made noting the exoneration in APAR
(D) The entire APAR for that assessment year is marked as 'Zero Year'

84. Which Standard Form (SF) is utilized to issue an order for the appointment of an Inquiry Officer under Rule 14 of the CCS (CCA) Rules, 1965?
(A) SF-3
(B) SF-4
(C) SF-6
(D) SF-8

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85. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): An appeal against an order of suspension can be preferred under the CCS (CCA) Rules, 1965.
Reason (R): The Appellate Authority has the power to revoke the suspension order if it considers it unjustified.
In light of the above statements, choose the correct answer from the options given below:
(A) Both (A) and (R) are true and (R) is the correct explanation of (A)
(B) Both (A) and (R) are true but (R) is not the correct explanation of (A)
(C) (A) is true but (R) is false
(D) (A) is false but (R) is true

86. A government servant is awarded the minor penalty of "Censure" by the competent authority. The employee wishes to appeal against this order. While drafting the appeal, the employee uses strong, derogatory language against the authority, calling the order "a product of a vindictive and malicious mind." Under the CCS (CCA) Rules, 1965, what is the likely outcome of this appeal?
(A) It will be accepted and immediately forwarded to police for criminal defamation
(B) It will automatically lead to initiation of a major penalty of dismissal from service
(C) Summarily rejected by Appellate Authority for disrespectful language
(D) It must be accepted because freedom of speech allows employees to criticize superiors

87. During a minor penalty proceeding under Rule 16 of the CCS (CCA) Rules, 1965, under what condition is the holding of a formal oral inquiry (as in Rule 14) made mandatory?
(A) If the employee specifically requests a formal inquiry in their written representation
(B) If the employee is an active member or office bearer of a recognized trade union
(C) If the proposed statutory minor penalty is Censure recorded in service book
(D) If withholding of increments exceeds three years or is with cumulative effect

88. Can a retired government officer be appointed as an Inquiry Officer in disciplinary proceedings under the CCS (CCA) Rules, 1965?
(A) Yes, rules permit retired government officers as Inquiry Officers

(B) No, only active serving government officers can act as Inquiry Officers
(C) Yes, but such appointments are permitted only for Group D employees
(D) No, unless prior administrative approval is obtained from High Court

89. What happens if the Disciplinary Authority fails to issue a charge sheet within 90 days of placing an employee under suspension, and the Review Committee does not extend it?
(A) The suspension order remains legally valid indefinitely
(B) Suspension order lapses, employee is reinstated
(C) The suspended employee is legally deemed to have resigned
(D) A statutory minor penalty is automatically imposed on them

90. Consider the following statements regarding the powers of the Appellate Authority under Rule 27 of the CCS (CCA) Rules, 1965:
I. It can confirm the penalty imposed.
II. It can set aside the penalty imposed.
III. It can remit the case to the Disciplinary Authority for further inquiry.
IV. It cannot impose a penalty higher than what the Disciplinary Authority could have imposed.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

91. If an employee challenges a disciplinary penalty in a court of law and the court stays the penalty, what is the status of the disciplinary order?
(A) Penalty implementation kept in abeyance pending court case outcome
(B) The disciplinary order is permanently quashed and declared completely void
(C) The Disciplinary Authority must immediately dismiss the employee from service
(D) The court automatically takes over functions as Disciplinary Authority

92. What is the prescribed timeline for a Revisional Authority to suo motu initiate revision proceedings against a disciplinary order under the CCS (CCA) Rules, 1965?
(A) Within 3 months of the date of the order proposed to be revised
(B) Within 6 months of the date of the order proposed to be revised
(C) Within 12 months of the date of the order proposed to be revised
(D) There is no time limit for suo motu revision

93. A government servant is served with a major penalty charge sheet. He submits a representation asking for the disciplinary proceedings to be kept in abeyance because a criminal case on the same charges is pending trial in a court. What is the general legal position on this?
(A) Departmental proceedings must automatically be stayed whenever a criminal case is pending
(B) Departmental proceedings must be dropped permanently upon filing of a criminal charge sheet
(C) The Disciplinary Authority must wait for the criminal court verdict before issuing charge sheet
(D) Both can proceed simultaneously, as required standards of proof differ

94. A administrative authority reviews a disciplinary case where a lower authority imposed the penalty of "Censure" on an employee. The authority feels the penalty is too lenient for the proven misconduct. Acting as the Revisional Authority, the authority wishes to impose a major penalty. What immediate procedural step is legally mandated before the Revisional Authority can do this?
(A) Issue an executive order dismissing the employee immediately from government service
(B) Direct the lower authority to issue a new major penalty order against the employee
(C) Issue show-cause notice proposing enhancement and granting opportunity to represent
(D) Request local police authorities to arrest the employee for major misconduct

95. What is the effect of an order of "Compulsory Retirement" imposed as a penalty under Rule 11 of the CCS (CCA) Rules, 1965, on the pensionary benefits of the employee?
(A) The employee completely forfeits all accrued pensionary and gratuity benefits
(B) May be granted pension/gratuity from two-thirds to full compensation pension
(C) The employee is granted full unreduced pension as if retired on normal superannuation

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(D) The employee only gets their GPF accumulation and completely forfeits pension

96. Under the CCS (CCA) Rules, 1965, can a penalty be imposed retrospectively?
(A) Yes, penalties can be imposed retrospectively from the date of original misconduct
(B) Yes, but only statutory major penalties can be given retrospective legal effect
(C) Yes, provided the President of India explicitly orders retrospective application
(D) No, penalties take effect from order issue date; retrospective effect is impermissible

97. During a Rule 14 inquiry under the CCS (CCA) Rules, 1965, after the Presenting Officer closes their case, the Inquiry Officer finds that the charged officer has not examined themselves as a witness. What is the mandatory duty of the Inquiry Officer at this stage?
(A) Question officer generally on circumstances against them to enable explanation
(B) To declare the charged officer guilty immediately without taking further evidence
(C) To compel and force the charged officer to take the witness stand under oath
(D) To close the inquiry and write the final report without hearing the charged officer

98. If an Inquiry Officer is transferred during the pendency of a disciplinary proceeding, what happens to the inquiry under the CCS (CCA) Rules, 1965?
(A) The inquiry proceedings must mandatory be started afresh from the very beginning
(B) The pending disciplinary proceedings are automatically dropped by administration
(C) Successor Inquiry Officer proceeds from the stage left by predecessor
(D) The complete case file is transferred to the Central Vigilance Commission

99. Which rule of the CCS (CCA) Rules, 1965, safeguards the rights of a government servant who is borrowed from a State Government (on deputation to the Central Government) regarding the imposition of penalties?
(A) Rule 14
(B) Rule 19
(C) Rule 20
(D) Rule 21

100. A Disciplinary Authority receives an inquiry report under Rule 14 of the CCS (CCA) Rules, 1965 which holds all charges against an employee as proved. The Disciplinary Authority accepts the report and immediately issues an order imposing the penalty of "Removal from service," without sharing the inquiry report with the employee. Based on the constitutional principles of natural justice and established service jurisprudence, what is the fatal flaw in this action?
(A) The Disciplinary Authority cannot impose Removal without mandatory prior UPSC consultation
(B) The Disciplinary Authority was legally required to conduct a second formal oral inquiry
(C) The penalty of Removal from service can strictly only be imposed by the President of India
(D) Non-supply of inquiry report denying representation violates natural justice

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ANSWERS

1. (A) Central Civil Services (Classification, Control and Appeal) Rules, 1965
The full title of the framework regulating central government employees is Central Civil Services (Classification, Control and Appeal) Rules, 1965. These statutory rules establish standard classifications of civil service posts, prescribe the codes of discipline, define disciplinary procedure, and govern appeals and revisions across Union ministries to maintain administrative accountability and uniform governance.

2. (A) Article 309
The President of India promulgated these statutory civil service rules pursuant to the proviso to Article 309 of the Constitution of India. This constitutional provision empowers the executive to regulate recruitment and conditions of service of persons appointed to public services and posts in connection with the affairs of the Union until Parliament enacted laws.

3. (A) Members of the All India Services
Members belonging to All India Services are governed by their own distinct cadre management regulations under the All India Services (Discipline and Appeal) Rules, 1969. Consequently, general Central Civil Services rules explicitly exclude these officers from their statutory applicability, ensuring separate administrative oversight, disciplinary procedures, and authority frameworks tailored specifically to multi-state personnel administration.

4. (D) The authority competent under these rules to impose any of the statutory penalties specified in Rule 11
Under statutory definitions governing civil services, a disciplinary authority refers specifically to any competent administrative body or officer empowered by applicable service rules to impose statutory penalties upon a government employee. This functional designation ensures that punitive measures are executed strictly by authorized officers who possess legitimate legal jurisdiction over personnel misconduct.

5. (B) Group A, Group B, Group C
Central civil services are structured into three distinct administrative categories designated as Group A, Group B, and Group C. This formal classification organizes posts according to pay levels, functional responsibilities, and recruitment authorities, establishing a standardized framework across all ministries that determines cadre management, promotional avenues, and applicable administrative procedures.

6. (C) Make appointments to the Service or post of which the employee is a member
The appointing authority in central administrative service definitions refers specifically to the executive authority legally empowered to make appointments to the relevant service or post held by an employee. Establishing this authority is critical because constitutional safeguards restrict lower authorities from issuing severe punitive orders such as dismissal, removal, or compulsory retirement.

7. (D) They are appointed to a civil service or post in connection with the affairs of the Union
A government servant under central service rules includes any individual holding a civil post or appointed to civil services connected with the affairs of the Union. This status creates a legal employment relationship with the Central Government, bringing the employee under applicable conduct regulations, administrative oversight, and formal disciplinary proceedings.

8. (A) An executive order temporarily debarring a government servant from discharging official duties
Suspension serves as an executive administrative measure that temporarily prevents a government servant from exercising official duties and functions during ongoing investigations or formal inquiries. It does not constitute a statutory penalty or terminate employment, but rather safeguards administrative integrity, prevents tampering with evidence, and maintains workplace decorum pending final proceedings.

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9. (B) When the employee engages in activities prejudicial to the security of the State
Placing an employee under suspension is authorized when disciplinary proceedings are contemplated or pending, or when an individual engages in activities detrimental to state security or public interest. This preventative administrative action isolates the employee from official functions, allowing authorities to conduct impartial investigations without interference or potential compromising of sensitive operational materials.

10. (C) (A) is true but (R) is false
Suspension is an executive management tool implemented during investigation rather than a statutory punitive penalty. During this period, the employer-employee relationship remains fully intact, though duty execution is temporarily paused. The employee remains subject to official discipline, headquarter regulations, and administrative conduct rules, while receiving periodic subsistence allowance instead of regular monthly salary.

11. (A) SF-1
Standard Form 1 is the officially prescribed document template utilized by competent authorities to issue formal orders placing a government employee under administrative suspension. Using standardized forms ensures procedural uniformity, accurate documentation of legal reasons, proper notification to accounts departments, and compliance with statutory service regulations across all central government establishments.

12. (C) If the employee is detained in custody on a criminal charge or otherwise for over 48 hours
A government servant is automatically placed under deemed suspension by operation of law if detained in custody on criminal or other charges exceeding forty-eight hours. The effective date commences from the initial detention, requiring immediate formal administrative orders to record the statutory status and adjust pay structure to subsistence allowance accordingly.

13. (C) Within 90 days from the effective date of suspension
Competent review committees must formally evaluate every suspension order before ninety days elapse from its effective date. This mandatory periodic assessment determines whether extending or revoking the suspension is justified based on investigation progress, preventing indefinite administrative delays, reducing unnecessary government expenditure on subsistence allowances, and protecting employee rights.

14. (C) 180 days
Upon review committee recommendations, a competent authority may extend an order of suspension for a period not exceeding one hundred eighty days at any single instance. Mandatory periodic reviews ensure that extensions remain justified by ongoing disciplinary or criminal proceedings, avoiding arbitrary prolongations while maintaining structured oversight over suspended administrative personnel.

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15. (C) I and III only
A suspended employee remains subject to service rules, requiring express permission to leave headquarters, and resignation is typically rejected during ongoing disciplinary actions. However, full salary is not drawn during suspension; instead, the employee receives a subsistence allowance calculated as a percentage of pay to sustain basic living requirements.

16. (D) Deemed suspension from the date of conviction
When a government servant is convicted of a criminal offence resulting in imprisonment exceeding forty-eight hours, deemed suspension takes effect from the conviction date. This legal mechanism immediately removes the individual from active government service responsibilities, pending further executive review or special disciplinary procedures under constitutional provisions for convicted public servants.

17. (A) Reduction to a lower time-scale of pay, grade, post or service
Reduction to a lower time-scale of pay, grade, post, or service constitutes a major penalty under statutory classification rules due to its severe long-term administrative and financial impact. Conversely, penalties such as censure, withholding of promotion, or temporary reduction in pay stage without cumulative effect are classified as minor penalties.

18. (C) A formal reprimand recorded in service book, affecting promotion if assessed by DPC
Censure represents a formal statutory minor penalty involving an official reprimand recorded directly in the employee's service book. While it does not involve immediate financial recovery or pay scale demotion, it creates an adverse record that departmental promotion committees evaluate when assessing overall suitability, merit, and fitness for future promotional opportunities.

19. (A) The increment is restored after penalty period without affecting future increments
Withholding an increment without cumulative effect means that pay increments are temporarily suspended only for the specified penalty duration. Upon expiry of the penalty period, the withheld financial increment is fully restored, ensuring that future annual increments and long-term career pay progression continue as if no penalty had been applied.

20. (D) Recovery from pay of pecuniary loss caused by negligence
When an employee's negligence or breach of orders results in quantifiable financial loss to the government, statutory rules authorize recovery of that specific pecuniary loss from pay. This minor penalty directly restores state funds while holding the individual financially accountable for administrative carelessness without necessity of imposing severe employment termination.

21. (B) Issuing a Memorandum of imputations and granting time for a written representation
Imposing a minor penalty requires serving the employee with a written memorandum containing specific articles of charge and statement of imputations. The individual must be granted adequate time to submit a written representation, enabling the disciplinary authority to examine defence arguments and evidence prior to determining an appropriate administrative decision.

22. (B) Rule 11 (ii)
Under statutory service provisions, the withholding of promotion is explicitly categorized as a minor penalty under Rule 11 (ii). This punitive measure prevents an employee from being promoted to higher posts for a specified duration, ensuring proportion between administrative infractions and career advancement restrictions without resorting to major employment termination.

23. (D) Censure is a formal statutory penalty under CCA rules, whereas Warning is an administrative action
Censure is a formal statutory penalty enumerated under disciplinary rules, requiring structured proceedings and official entry into service records. In contrast, an administrative warning serves as an informal supervisory guidance or admonition meant for performance correction, carrying no statutory penalty status and remaining outside formal disciplinary record entries.

24. (A) Compulsory retirement
Compulsory retirement enforced as a punitive measure falls under the statutory major penalty category because it forcibly terminates service prior to standard superannuation. Unlike minor penalties such as censure or withholding of increments, major penalties drastically alter employment status and require comprehensive formal inquiry procedures before final execution by competent authorities.

25. (B) Both (A) and (R) are true but (R) is not the correct explanation of (A)
Dismissal from service is the most severe major penalty that permanently disqualifies an individual from future government employment. It also entails complete forfeiture of past service and retirement benefits. While both statements accurately describe statutory consequences of dismissal, the forfeiture of pension benefits describes financial loss rather than explaining employment disqualification.

26. (B) Removal does not ordinarily disqualify from future government employment, whereas dismissal does
Removal and dismissal both terminate public employment, but their legal ramifications regarding future employment differ significantly. Dismissal imposes an absolute disqualification against securing future government employment. In contrast, removal from service terminates present employment without creating an automatic statutory bar against applying for or holding future public positions elsewhere.

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27. (A) Major penalty; it requires an inquiry under Rule 14 before imposition
Reducing an employee to a lower time-scale, grade, or service post is legally classified as a major penalty because it significantly degrades official status and financial earnings. Consequently, imposing this penalty strictly requires conducting a full formal departmental inquiry under Rule 14 to uphold principles of procedural fairness.

28. (B) Rule 14
Rule 14 establishes comprehensive procedural requirements for imposing statutory major penalties, including compulsory retirement, removal, and dismissal. This structured process mandates issuing a formal charge sheet, inspecting relevant documents, appointing an inquiry officer, conducting oral examinations, and evaluating defense representations to ensure constitutional safeguards are scrupulously observed.

29. (D) Authority subordinate to Appointing Authority
Constitutional mandates strictly prohibit any authority subordinate to the appointing authority from imposing extreme penalties such as dismissal, removal, or compulsory retirement. This crucial protection guarantees that severe punitive measures terminating employment are executed only by the appointing authority or higher executive officers possessing proper legal and administrative jurisdiction.

30. (B) I, III and IV
Dismissal is the maximum disciplinary penalty, compulsory retirement as penalty differs fundamentally from administrative retirement under FR 56(j), and pay stage reduction exceeding three years constitutes a major penalty. However, removal does not automatically bar candidates from taking UPSC examinations, making statements I, III, and IV correct.

31. (B) Framing definite articles of charge based on imputations of misconduct
Initiating formal major penalty proceedings requires framing definite articles of charge supported by detailed statements of imputations. Delivering these documented charges to the employee constitutes the mandatory first step under Rule 14, providing clear written notice of alleged misconduct and allowing the individual to submit an initial defence statement.

32. (B) SF-5
Standard Form 5 is the designated formal template for issuing major penalty charge sheets under Rule 14. Utilizing SF-5 ensures that articles of charge, imputations of misconduct, lists of prosecution documents, and witness lists are systematically structured, maintaining legal validity and standardized procedural compliance across government departments.

33. (A) List of preliminary inquiry questions and answers
A major penalty charge sheet systematically includes articles of charge, statements of imputations of misconduct, lists of relying documents, and lists of prosecution witnesses. Transcripts or summaries of preliminary inquiry questions and answers are exploratory administrative materials and do not form part of standard mandatory annexures served with charge sheets.

34. (C) Presenting Officer
The disciplinary authority appoints a presenting officer to represent the department during formal inquiry proceedings. The presenting officer introduces prosecution evidence, produces relevant documents, and examines witnesses to substantiate the articles of charge, ensuring the department's case is clearly and systematically argued before the impartial inquiry authority.

35. (A) If the Presenting Officer is a legal practitioner, or if Disciplinary Authority permits
A charged employee may engage a legal practitioner as defense assistant during departmental inquiries if the appointed presenting officer is a legal practitioner, or if explicit permission is granted by the disciplinary authority considering case complexity, volume of evidence, or legal intricacies involved in the administrative proceedings.

36. (D) To act as an impartial adjudicator evaluating if charges are proved by evidence
The inquiry officer acts as a quasi-judicial quasi-impartial adjudicator tasked with examining evidence presented by both prosecution and defense. Rather than prosecuting the employee or determining final penalties, the inquiry officer objectively determines whether charges are

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substantiated by evidence and submits detailed written findings to the disciplinary authority.

37. (C) 15 days
Upon receipt of a major penalty charge sheet, a government servant is provided a standard timeframe of fifteen days to submit a written statement of defence. This period allows adequate opportunity to examine allegations, consult documents, and articulate written defence arguments before the disciplinary authority decides on further inquiry steps.

38. (C) Record findings on charges, drop inquiry, and decide on suitable penalty
If an employee unequivocally admits all articles of charge in their written defence statement, conducting a formal oral inquiry becomes redundant. The disciplinary authority records findings directly on the admitted charges, dispenses with further inquiry proceedings, and proceeds to evaluate appropriate statutory penalties based on admitted misconduct and record details.

39. (D) Cross-examination
Principles of natural justice grant the charged employee an absolute legal right to cross-examine any prosecution witness produced during departmental proceedings. Cross-examination enables the defense to test witness credibility, clarify oral statements, highlight factual inconsistencies, and bring out supporting evidence before the inquiry officer writes the final report.

40. (C) (A) is true but (R) is false
When a charged officer repeatedly fails or refuses to participate in disciplinary proceedings despite receiving due notices, the inquiry officer can proceed ex-parte. Natural justice requires granting a fair hearing opportunity, but it does not allow an uncooperative employee to halt or abandon inquiry proceedings through intentional absence.

41. (B) Preponderance of probability
Departmental disciplinary proceedings are administrative in nature and operate under the standard of proof known as preponderance of probability. Unlike criminal trials requiring proof beyond reasonable doubt, departmental inquiries require establishing that allegations are more likely to be true than false based on credible evidence presented during hearings.

42. (B) Record tentative reasons for disagreement, share with officer, and seek representation
If the disciplinary authority disagrees with the inquiry officer's findings, it must record its tentative reasons for disagreement. These written reasons must be served upon the charged officer to seek their written representation, ensuring principles of natural justice are upheld before the authority decides on final orders.

43. (A) Yes, a copy must be given to allow the charged officer to submit a representation
Supplying a copy of the inquiry officer's report to the charged employee is a mandatory requirement before imposing major penalties. This step allows the employee to submit a written representation regarding the findings, fulfilling principles of natural justice and providing the disciplinary authority with complete arguments from both sides.

44. (C) When convicted on a criminal charge by a Court of Law
Rule 19 allows dispensing with regular departmental inquiries under exceptional circumstances, such as when a penalty is imposed on an employee based on conviction in a criminal court. Judicial conviction provides established legal proof of misconduct, enabling executive authorities to pass appropriate disciplinary orders without duplicating formal hearings.

45. (B) I and III only
Charged employees have the right to nominate serving or retired government servants as defense assistants to assist during hearings and cross-examine prosecution witnesses. The assertion that retired employees are barred is incorrect, as rules explicitly allow retired personnel to act as defense assistants within prescribed conditions and limits.

46. (C) Directly impose the minor penalty based on Rule 14 proceedings
If major penalty proceedings were instituted under Rule 14, but the disciplinary authority determines after reviewing inquiry findings that only a minor penalty is justified, it can directly impose the minor penalty. A fresh minor penalty charge sheet is not required because full formal proceedings have already been completed.

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47. (B) The Disciplinary Authority
The disciplinary authority holds sole administrative competence to appoint an inquiry officer under disciplinary rules. When the charged officer denies allegations in their defence statement, the disciplinary authority issues an official appointment order delegating the task of examining evidence and submitting written findings to a designated inquiry officer.

48. (D) Proceedings held in the absence of a charged officer who fails to appear
Ex-parte proceedings refer to inquiry hearings conducted in the absence of the charged officer when that officer fails or refuses to appear without valid justification. The inquiry officer continues evaluating prosecution evidence and witnesses, ensuring departmental proceedings are completed despite the uncooperative stance or non-appearance of the employee.

49. (B) Article 311(1)
Article 311(1) of the Constitution of India guarantees that no civil servant shall be dismissed or removed by an authority subordinate to that by which they were appointed. This fundamental safeguard underpins statutory classification rules, ensuring that severe punitive orders terminating public employment originate strictly from competent appointing authorities.

50. (C) Dismissal from service
Securing public appointment through fraudulent means or forged qualification certificates compromises administrative integrity and constitutes grave misconduct. Upon establishing such charges in a regular departmental inquiry, the appropriate and standard statutory penalty is dismissal from service, which permanently disqualifies the individual from holding future government employment.

51. (A) Cross-examination by the Defence
During formal inquiry proceedings, once a prosecution witness completes examination-in-chief conducted by the presenting officer, the next immediate stage is cross-examination by the defense. This procedural sequence allows the charged officer or defense assistant to question the witness, test statement accuracy, and elicit facts favorable to the defense.

52. (D) An authority specified in Schedule, higher than Disciplinary Authority
Appellate authorities are explicitly designated in official schedules appended to service rules, functioning as higher administrative entities than the disciplinary authority that passed the original order. This hierarchical arrangement guarantees independent review of penalty decisions, enabling aggrieved employees to seek administrative redress from superior officers within prescribed timelines.

53. (B) Interlocutory order passed by an Inquiry Officer during inquiry
Appeals under statutory service rules lie against final administrative orders such as suspensions, penalty orders, or orders enhancing penalties. Interlocutory orders passed by inquiry officers during ongoing inquiry proceedings cannot be appealed independently, preventing unnecessary procedural disruptions and ensuring the inquiry completes before formal administrative remedies are exercised.

54. (C) 45 days from the date of receiving the order
An aggrieved government servant must file an appeal within forty-five days from the date of receiving the penalty or administrative order. Adhering to this statutory time limit ensures timely submission, although appellate authorities possess discretionary powers to condone minor delays if the appellant demonstrates sufficient cause for delay.

55. (C) (A) is true but (R) is false
An appellate authority possesses power to enhance penalties imposed by disciplinary authorities if evidence warrants stronger punishment. However, it cannot exercise absolute discretion without notice; natural justice mandates issuing a show-cause notice proposing enhancement and granting the appellant a fair opportunity to submit written representations before passing enhanced penalty orders.

56. (A) It must be submitted through the authority which made the order appealed against
An appeal must be submitted through the disciplinary authority that passed the original order. That authority verifies records, attaches comments if necessary, and forwards the complete appeal dossier promptly to the appellate authority, ensuring official case records and

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relevant background documents are available for administrative review.

57. (B) Be self-contained with material facts, without disrespectful language
An appeal must be self-contained, presenting all relevant facts, grounds of objection, and supporting arguments clearly and concisely. It must refrain from using disrespectful, improper, or derogatory language against administrative authorities, ensuring that grievances are conveyed professionally while maintaining official decorum and statutory appeal standards.

58. (B) The President, Appellate Authority, or specified authority
Revision powers are vested in superior authorities, including the President of India, designated appellate authorities, or specific heads of departments defined by rules. These authorities can call for case records suo motu or upon application to verify legality, regularity, or propriety of disciplinary orders, making necessary modifications if justified.

59. (A) Issue a show-cause notice allowing representation against proposed enhancement
When an appellate or revisional authority proposes to enhance an existing penalty, it must issue a show-cause notice specifying the proposed enhancement. The employee must be afforded a reasonable opportunity to submit a written representation against the higher penalty, ensuring principles of natural justice are respected before final orders issue.

60. (B) I, III, II, IV
The chronological sequence begins with delivering the charge sheet to the employee (I). The employee then submits a written statement of defence (III). If charges are denied, the disciplinary authority appoints an inquiry officer (II). Finally, the inquiry officer conducts hearings and records the examination of prosecution witnesses (IV).

61. (D) The President of India
The power of review under Rule 29A is exclusively reserved for the President of India. Unlike appellate or revisionary functions exercised by departmental authorities, presidential review provides an extraordinary constitutional remedy to reopen or modify disciplinary orders when exceptional grounds or significant administrative justifications warrant presidential intervention.

62. (C) When new material evidence, unavailable when passing order, comes to notice
A review petition under Rule 29A is entertained primarily when new material facts or crucial evidence surface that could not be produced during initial proceedings despite due diligence. Discovering fresh material evidence provides valid justification for the President to re-examine final orders and ensure substantive justice is delivered.

63. (B) Suspension order lapses, employee is reinstated
If an order of suspension is neither formally reviewed nor extended by the competent review committee prior to ninety days, the suspension order automatically lapses by operation of law. Consequently, the employee is legally entitled to immediate reinstatement into service, as unreviewed suspensions cannot validly continue beyond mandatory statutory review deadlines.

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64. (D) Treated as duty for all purposes with full pay and allowances paid
When a suspended government servant is completely exonerated of all charges upon conclusion of disciplinary proceedings, the entire suspension period is regularized as duty for all service purposes. The employee becomes entitled to full salary and allowances for that duration, restoring pensionary, promotional, and financial benefits without prejudice.

65. (A) Send by registered post to residential address; if refused, deemed served
When an employee refuses physical delivery of a charge sheet in office, the legally recognized procedure is dispatching the document by registered post with acknowledgment due to their registered residence. If postal delivery is refused or unclaimed, service is legally deemed completed, allowing disciplinary proceedings to move forward validly.

66. (C) Yes, rules permit Disciplinary Authority to inquire into misconduct itself
Disciplinary rules explicitly permit the disciplinary authority to conduct the inquiry into charges itself rather than delegating the task to another officer. While appointing an independent inquiry officer is common practice, direct inquiry

by the disciplinary authority remains legally valid provided fair procedures and natural justice principles are strictly followed.

67. (A) Directing employee to show cause why proposed action should not be taken
A show cause notice in minor penalty proceedings is an administrative memorandum directing an employee to explain why proposed punitive action should not be taken against them for specified misconduct. It outlines allegations and grants time for written submission, upholding basic procedural fairness before passing final disciplinary orders.

68. (D) Yes, they cannot be considered for promotion during the currency of the penalty
While an employee undergoes the currency of a minor penalty, such as withholding of increments, they cannot be promoted to higher posts. The promotional recommendations of departmental committees remain held in abeyance or unacted upon until the penalty period expires, ensuring punitive measures maintain their intended administrative effect.

69. (B) Submit representation to Disciplinary Authority to change IO on bias grounds
If an employee apprehends bias on the part of the appointed inquiry officer, they can submit a formal representation to the disciplinary authority alleging bias. The disciplinary authority examines the grounds provided, stays inquiry proceedings temporarily, and decides whether replacing the inquiry officer is necessary to guarantee fair proceedings.

70. (A) Both (A) and (R) are true and (R) is the correct explanation of (A)
During an inquiry, the inquiry officer holds discretionary authority to reject defense requisitions for official documents if deemed irrelevant to the charges. Since the inquiry officer manages proceedings and prevents unnecessary delays, refusing irrelevant document requests is legally justified, making both statements true and logically related to each other.

71. (D) Presenting Officer
The burden of proof in departmental proceedings rests firmly upon the presenting officer representing the disciplinary authority. The presenting officer must introduce relevant documentary evidence, produce credible witnesses, and establish allegations against the charged officer under the standard of preponderance of probability before charges can be declared proved.

72. (A) Refusing to perform official duties citing personal inconvenience
Refusing to perform assigned official duties citing personal inconvenience constitutes insubordination and breach of conduct rules. Such intentional non-compliance directly disrupts administrative operations, providing clear grounds for the disciplinary authority to initiate formal disciplinary proceedings and impose appropriate statutory penalties under central civil service classification regulations.

73. (B) Disciplinary Authority consults CVC for first and second stage advice
In disciplinary matters involving Group A officers, the Central Vigilance Commission plays an advisory role. The disciplinary authority consults the commission for first-stage advice before issuing charge sheets and second-stage advice after evaluating inquiry reports, ensuring anti-corruption standards and administrative fairness are maintained throughout the proceedings.

74. (B) Complaints Committee is deemed to be the Inquiring Authority
Under special provisions of civil service rules, the internal Complaints Committee investigating workplace sexual harassment is legally deemed to be the inquiring authority for disciplinary proceedings. Its detailed inquiry report is treated directly as the official departmental inquiry report, streamlining disciplinary action while maintaining sensitive and objective standards.

75. (D) I, II and III
The presenting officer is formally appointed by the disciplinary authority to present prosecution evidence and examine witnesses during hearings. Following the closure of evidence, the presenting officer prepares and submits a final written brief summarizing prosecution arguments for the inquiry officer's evaluation, making all three statements correct and accurate.

76. (B) 6 months
Statutory guidelines stipulate that an inquiry officer should complete the formal departmental inquiry and submit the final inquiry report

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within six months from the date of receiving the appointment order. Adhering to this timeframe prevents prolonged administrative uncertainty, protects employee interests, and ensures swift disposal of disciplinary cases.

77. (D) Appointing Authority or a higher authority
Imposing major penalties like dismissal on a Group B officer requires executive competence vested exclusively in the appointing authority or an authority higher than the appointing authority. Constitutional mandates prohibit subordinate authorities from removing or dismissing public servants, safeguarding employees against unauthorized or invalid punitive terminations.

78. (C) No, IO must act as an impartial adjudicator and cannot collect evidence
The inquiry officer must remain an independent and impartial adjudicator throughout departmental proceedings. Collecting evidence independently or using personal knowledge to supply prosecution omissions violates principles of natural justice, compromising procedural fairness and rendering the inquiry findings legally invalid due to perceived role conflict and bias.

79. (B) No, it is governed by Fundamental Rules (FR 53)
While suspension orders are issued under Central Civil Services classification rules, the specific financial entitlement, conditions, and payment quantum of subsistence allowance are governed by Fundamental Rule 53. FR 53 details leave adjustments, percentage calculations, and review provisions regarding subsistence payments during administrative suspension periods.

80. (D) Continue under CCS (Pension) Rules, deemed acting for President
When an employee superannuates during ongoing major penalty proceedings, the inquiry does not lapse. Under Central Civil Services Pension Rules, proceedings automatically continue from the stage reached prior to retirement, deemed to be conducted on behalf of the President to determine potential pension withholdings or recoveries.

81. (A) Authority competent to dismiss all such servants
Rule 18 empowers the authority competent to impose the penalty of dismissal on all involved employees to order common disciplinary proceedings when multiple government servants are implicated in the same case. This administrative mechanism ensures single inquiry proceedings, avoiding conflicting findings and promoting consistent adjudication across related cases.

82. (C) Right to demand the immediate transfer of the Disciplinary Authority
Essential defense rights in departmental inquiries include receiving charge sheets, inspecting listed prosecution documents, cross-examining witnesses, and submitting written defense briefs. Demanding the immediate administrative transfer of the disciplinary authority is not a recognized legal right, as executive cadre postings remain within exclusive managerial discretion.

83. (A) No entry regarding proceedings/exoneration is made in APAR
When a government servant is completely exonerated upon conclusion of disciplinary proceedings, no adverse entry or reference regarding the inquiry is recorded in their Annual Performance Appraisal Report. Exoneration restores full administrative standing, ensuring performance evaluations reflect purely official work merit without prejudice from dropped allegations.

84. (C) SF-6
Standard Form 6 is the official standardized template issued by the disciplinary authority to formally appoint an inquiry officer under Rule 14. Utilizing SF-6 specifies the inquiry officer's mandate, attaches necessary charge sheets, and provides legal authority to conduct hearings and evaluate evidence in major penalty proceedings.

85. (B) Both (A) and (R) are true but (R) is not the correct explanation of (A)
An appeal lies against a suspension order under disciplinary rules, and the appellate authority holds power to revoke suspension if deemed unjustified. While both statements express correct legal principles under civil service rules, the appellate power to revoke suspension describes an available remedy rather than explaining why the appeal right exists.

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86. (C) Summarily rejected by Appellate Authority for disrespectful language
Appeals containing disrespectful, offensive, or derogatory language against administrative

authorities violate mandatory drafting rules under Rule 26. Such submissions are liable to be summarily rejected by the appellate authority on grounds of improper language, requiring the employee to resubmit grievances respectfully while adhering to official conduct standards.

87. (D) If withholding of increments exceeds three years or is with cumulative effect
Holding a formal oral inquiry under Rule 14 becomes mandatory during minor penalty proceedings under Rule 16 if the proposed penalty involves withholding increments exceeding three years or withholding increments with cumulative effect. Such severe financial impacts require formal inquiry procedures to ensure thorough evidence examination and natural justice.

88. (A) Yes, rules permit retired government officers as Inquiry Officers
Statutory rules permit appointing retired government officers as inquiry officers in departmental proceedings. Empaneling experienced former civil servants ensures independent, experienced, and impartial conduct of inquiries, helping departments complete disciplinary proceedings efficiently within prescribed timelines while upholding principles of natural justice and procedural fairness.

89. (B) Suspension order lapses, employee is reinstated
If the disciplinary authority fails to issue a charge sheet within ninety days of placing an employee under suspension and the review committee does not extend the suspension, the suspension order automatically lapses. The employee becomes legally entitled to reinstatement into active service without requiring further judicial intervention.

90. (D) I, II, III and IV
Under Rule 27, the appellate authority possesses comprehensive powers to confirm, reduce, set aside, or enhance penalties, or remit cases back for fresh inquiry. Furthermore, it cannot impose a penalty higher than what the original disciplinary authority was competent to impose, making all four listed statements correct.

91. (A) Penalty implementation kept in abeyance pending court case outcome
When a court of law stays the execution of a disciplinary penalty, the administrative order is not quashed permanently but kept in abeyance. The department temporarily halts implementation of punitive measures pending final judicial adjudication, preserving status quo until the court delivers its final judgment on the matter.

92. (B) Within 6 months of the date of the order proposed to be revised
A revisional authority proposing to initiate suo motu revision against a disciplinary order must do so within six months from the date of the order proposed to be revised. Setting this statutory time limit prevents indefinite administrative uncertainty and ensures finality in departmental disciplinary decisions over time.

93. (D) Both can proceed simultaneously, as required standards of proof differ
Departmental disciplinary proceedings and criminal court trials can proceed simultaneously because their underlying purposes and standards of proof differ. Departmental inquiries focus on service misconduct using preponderance of probability, whereas criminal trials adjudicate statutory offences requiring proof beyond reasonable doubt, allowing independent parallel administrative action in most cases.

94. (C) Issue show-cause notice proposing enhancement and granting opportunity to represent
Before a revisional authority enhances an existing minor penalty to a major penalty, it must issue a show-cause notice outlining the proposed enhancement. Granting the employee a reasonable opportunity to submit a written representation against the harsher penalty is a mandatory procedural requirement under natural justice principles.

95. (B) May be granted pension/gratuity from two-thirds to full compensation pension
Compulsory retirement imposed as a statutory penalty does not cause absolute forfeiture of pensionary benefits. Under applicable rules, the competent authority may grant compassionate compensation pension or gratuity ranging from two-thirds to full compensation pension and gratuity otherwise admissible, balancing administrative discipline with basic post-retirement financial support.

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96. (D) No, penalties take effect from order issue date; retrospective effect is impermissible
Disciplinary penalties take legal effect strictly from the date the formal order is issued or served on the employee. Giving retrospective legal effect to disciplinary penalties is impermissible under service jurisprudence, ensuring that punitive administrative actions operate prospectively and do not alter past settled employment periods retrospectively.

97. (A) Question officer generally on circumstances against them to enable explanation
If the charged officer does not offer themselves as a witness after prosecution evidence closes, the inquiry officer must generally question the officer on circumstances appearing against them. This mandatory step enables the employee to explain incriminating evidence directly, ensuring compliance with natural justice principles before closing the inquiry.

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98. (C) Successor Inquiry Officer proceeds from the stage left by predecessor
When an inquiry officer is transferred during ongoing disciplinary proceedings, the inquiry is not restarted from the beginning. The newly appointed successor inquiry officer resumes proceedings directly from the stage reached by the predecessor officer, preserving recorded evidence and ensuring continuity and efficiency in departmental inquiry completion.

99. (C) Rule 20
Rule 20 specifies statutory provisions governing borrowed employees serving on deputation from State Governments or other organizations. It regulates disciplinary jurisdiction, outlining procedural requirements for borrowing and lending authorities regarding suspension, initiation of inquiry proceedings, and mandatory consultations before imposing formal penalties on deputation personnel.

100. (D) Non-supply of inquiry report denying representation violates natural justice
Failing to supply a copy of the inquiry report to the charged employee before imposing a major penalty violates fundamental principles of natural justice. Denying the employee an opportunity to represent against adverse findings invalidates the final order, as constitutional jurisprudence guarantees a fair hearing before employment termination occurs.

CHAPTER 04

Central Civil Services (Conduct) Rules, 1964

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1. In which year were the Central Civil Services (Conduct) Rules comprehensively revised and promulgated, forming the basis of the current regulatory framework?
(A) 1955
(B) 1964
(C) 1965
(D) 1972

2. Under the provisions of the CCS (Conduct) Rules, 1964, to which of the following categories of employees do these rules NOT apply?
(A) A civilian employee working in the Defence Services
(B) A probationer appointed to a Group A civil post
(C) An employee belonging to an All India Service
(D) A Group C employee in the Directorate of Education

3. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): The CCS (Conduct) Rules, 1964 are applicable to a State Government employee who is on deputation to a Central Government department.
Reason (R): A deputationist from a State Government is entirely governed by the State's conduct rules and cannot be subjected to Central rules.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

4. Which specific sub-rule of Rule 3 of the CCS (Conduct) Rules mandates that every Government servant shall at all times maintain absolute integrity?
(A) Rule 3(1)(i)
(B) Rule 3(1)(ii)
(C) Rule 3(1)(iii)
(D) Rule 3(2)(i)

5. As per the basic tenets of the CCS (Conduct) Rules, 1964, what does the term "Members of family" in relation to a Government servant exclude?
(A) An independent married daughter living separately
(B) Wife or husband residing with the Government servant
(C) Son or daughter wholly dependent on the Government servant
(D) A legally adopted child who is wholly dependent on the Government servant

6. Consider the following statements regarding the supervisory responsibilities under Rule 3(2) of the CCS (Conduct) Rules, 1964:
I. Every Government servant holding a supervisory post shall take all possible steps to ensure the integrity of Government servants under their control.
II. A supervisor is personally liable for the private debts of their subordinates.
III. A supervisor must ensure the devotion to duty of all Government servants under their control.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

7. According to Rule 3A of the CCS (Conduct) Rules, 1964, a Government servant shall act courteously in his dealings with the public. Which of the following is the other primary mandate of this specific rule?
(A) To act promptly in the discharge of official duties
(B) To refrain from joining any political party
(C) To declare all immovable property assets

annually
(D) To refrain from accepting any gifts from the public

8. A Principal receives a complaint that a regular teacher is operating a commercial coaching centre after school hours. The Principal issues a show-cause notice based on the CCS (Conduct) Rules. Which rule specifically prohibits this action by the teacher?
(A) Rule 11 (Unauthorized communication of information)
(B) Rule 15 (Private trade or employment)
(C) Rule 16 (Investment, lending and borrowing)
(D) Rule 18 (Movable, immovable and valuable property)

9. Under Rule 3B of the CCS (Conduct) Rules, 1964, Government servants are mandated to act in accordance with Government policies regarding certain social issues. Which of the following is explicitly mentioned in this rule?
(A) Active promotion of digital literacy among workplace colleagues
(B) Preservation of environment, wildlife, and cultural heritage
(C) Mandatory participation in national yoga and wellness drives
(D) Direct contribution to the Prime Minister's National Relief Fund

10. Consider the following statements regarding the handling of oral directions by a Government servant as per Rule 3 of the CCS (Conduct) Rules, 1964:
I. A Government servant must refuse to execute any oral direction given by a superior.
II. A Government servant who has received oral direction from an official superior shall seek confirmation in writing as early as possible.
III. If an oral direction is given by a superior, the subordinate must execute it without any right to written confirmation.
IV. It is the duty of the official superior to confirm the oral direction in writing when such confirmation is sought.
Which of the statements given above are correct?
(A) I and III only
(B) II and IV only
(C) I, II and IV only
(D) II, III and IV only

11. Which of the following actions by a Government servant would be considered "unbecoming of a Government servant" under Rule 3(1)(iii) of the CCS (Conduct) Rules?
(A) Taking earned leave for a family vacation
(B) Purchasing a house after obtaining prior sanction from the prescribed authority
(C) Serving as a member of a resident welfare association in a purely honorary capacity
(D) Habitual late attendance and leaving the workplace early without permission

12. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): A Government servant cannot be forced to join a specific political party, but they are permitted to openly campaign for a candidate in legislative elections during their leave period.
Reason (R): Rule 5 of the CCS (Conduct) Rules, 1964 explicitly prohibits any Government servant from taking part in, subscribing in aid of, or assisting in any other manner, any political movement or activity.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

13. According to Rule 5 of the CCS (Conduct) Rules, 1964, what is the obligation of a Government servant if a member of their family engages in subversive political activities?
(A) The Government servant must tender immediate resignation from service upon discovery
(B) Prevent the family member and report to the Government if unable to do so
(C) The Government servant must forthwith submit a formal written report to local police
(D) The Government servant carries no official obligation regarding private family affairs

14. A Head of Department notices that a subordinate officer has displayed an electoral symbol of a major political party on their personal vehicle parked in the office premises. According to the CCS (Conduct) Rules, this action:
(A) Is fully permissible under service rules as the motor vehicle remains purely personal property
(B) Amounts to using political influence in an election under Rule 5

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(C) Is permissible provided the vehicle display symbol stays smaller than ten by ten inches
(D) Violates statutory motor vehicle provisions without attracting any civil service conduct rules

15. Under the provisions of Rule 6 of the CCS (Conduct) Rules, 1964, a Government servant shall NOT join any association the objects or activities of which are prejudicial to:
(A) The sovereignty and integrity of India, public order, or morality
(B) The established internal administrative policies and departmental operational guidelines
(C) The long-term financial stability and budgetary allocations of local municipal bodies
(D) The routine administrative convenience and operational preferences of the Head of Office

16. Which of the following is NOT explicitly defined as a "Strike" under the clarificatory orders related to Rule 7 of the CCS (Conduct) Rules?
(A) Mass casual leave taken simultaneously by employees without prior sanction
(B) Concerted refusal to perform official overtime work when legitimately required
(C) Submitting a joint representation through proper channels
(D) Physical blockades or gherao of supervisory officers at the workplace

17. According to Rule 8 of the CCS (Conduct) Rules, 1964, previous sanction of the Government is required if a Government servant wishes to:
(A) Publish a purely literary, artistic, or cultural creative work
(B) Publish a purely scientific, technical, or academic research article
(C) Participate in an authorized local or regional sports tournament
(D) Edit or manage any newspaper or periodical publication

18. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): Government servants are completely barred from publishing any book or contributing to any newspaper under all circumstances.
Reason (R): The Government seeks to prevent unauthorized communication of official secrets.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

19. Under Rule 9 of the CCS (Conduct) Rules, 1964 (Criticism of Government), a Government servant is prohibited from making any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Central or a State Government. This restriction applies to:
(A) Written statements made strictly in anonymous public releases or submissions
(B) Statements under own name, pseudonymous, or anonymous
(C) Critical statements made exclusively in international or foreign media outlets
(D) Oral or written statements made strictly during official working duty hours

20. A school Principal is summoned to give evidence before a Judicial Enquiry constituted by the Central Government. According to Rule 10 of the CCS (Conduct) Rules, 1964:
(A) The Principal must obtain formal prior sanction from the Directorate before presenting official evidence
(B) The Principal is strictly prohibited from giving evidence before any statutory judicial inquiry commission
(C) The Principal can only present evidence if accompanied by a designated departmental legal representative
(D) No prior sanction is required before a Government-appointed enquiry

21. Consider the following statements regarding the unauthorized communication of information under Rule 11 of the CCS (Conduct) Rules, 1964:
I. A Government servant cannot communicate any official document to a person to whom they are not authorized to communicate it.
II. Exceptions to this rule are governed by the Right to Information Act, 2005.
III. Sharing confidential official data with a colleague who is not officially concerned with the matter is permissible.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only

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(D) I, II and III

22. Which rule of the CCS (Conduct) Rules, 1964 prohibits a Government servant from asking for or accepting contributions to or otherwise associating with the raising of any funds in pursuance of any object whatsoever, except with previous sanction?
(A) Rule 9
(B) Rule 10
(C) Rule 11
(D) Rule 12

23. For the purpose of Rule 13 (Gifts) of the CCS (Conduct) Rules, 1964, the term "gift" includes which of the following?
(A) Free transport, boarding, or lodging from a non-relative
(B) Casual meals or modest refreshment offered by a personal friend or associate
(C) Purely traditional hospitality extended on a modest scale during social occasions
(D) An academic scholarship or award won through an open competitive process

24. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): A Group 'A' Government servant may accept a gift from a near relative on occasions like weddings without obtaining prior sanction, provided they report the matter if the value exceeds a specified limit.
Reason (R): Rule 13 recognizes traditional customs where gifts are exchanged, but imposes reporting requirements based on the monetary value to ensure transparency.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

25. Under the standard limits set by the DoPT for Rule 13 of the CCS (Conduct) Rules, a Group 'A' officer must report the acceptance of a gift from a near relative on a traditional occasion (like a wedding) if its value exceeds:
(A) Rs. 5,000
(B) Rs. 10,000
(C) Rs. 15,000
(D) Rs. 25,000

26. Which of the following statements about Dowry (Rule 13A) in the CCS (Conduct) Rules is correct?
(A) Only giving dowry constitutes misconduct, whereas receiving customary family gifts is fully exempt from sanctions.
(B) Demanding dowry is permissible provided such demands are not initiated directly by the employee in person.
(C) Giving, taking, or abetting the giving or taking of dowry is strictly prohibited.
(D) Dowry matters are not governed by the Conduct Rules, falling solely under the Dowry Prohibition Act of 1961.

27. According to Rule 14 of the CCS (Conduct) Rules, 1964, can a Government servant accept an award or honour from a foreign State?
(A) Yes, without any statutory restrictions provided the honour brings international repute to the nation
(B) Yes, provided the foreign title or award does not involve any accompanying monetary grant or prize
(C) No, under no circumstances whatsoever can an award from a foreign state be accepted by an official
(D) No, except with the prior approval of the Central Government

28. Consider the following statements regarding Private Trade or Employment under Rule 15 of the CCS (Conduct) Rules:
I. A Government servant can undertake honorary work of a social or charitable nature without prior sanction.
II. A Government servant can participate in a regular radio broadcast for remuneration without prior sanction.
III. A Government servant requires prior sanction to negotiate for any other employment.
IV. A Government servant can freely canvass in support of the business of an insurance agency owned by their spouse.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II, III and IV only
(D) I, II, III and IV

29. A teacher requests permission to undertake part-time evening employment in a private firm to supplement their income. Under the CCS (Conduct) Rules, such permission:

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(A) Must be granted if the evening employment does not overlap with school hours
(B) Is generally discouraged and part-time employment is strictly restricted under Rule 15
(C) Can only be granted if the salary from the private firm is less than the government salary
(D) Requires only an intimation to the Head of Office, not prior permission

30. Under Rule 15A of the CCS (Conduct) Rules, 1964, what is the regulation regarding Government accommodation?
(A) A Government servant can freely sublet official accommodation to a colleague within the same ministry
(B) Sub-letting or permitting unauthorized occupation is strictly prohibited
(C) A Government servant can utilize part of the residential premises for a registered commercial business
(D) A Government servant can retain official residential quarters indefinitely post-retirement on market rent

31. A senior educational administrator has a history of heavily speculating in the stock market through day trading. Under Rule 16 of the CCS (Conduct) Rules, 1964:
(A) Frequent speculation is prohibited, though occasional investments are allowed
(B) All routine stock market investments require mandatory prior written sanction from the Finance Ministry
(C) Day trading in securities is fully permissible provided it is conducted strictly outside duty hours
(D) A Government servant is completely barred from acquiring or holding equity shares in any public company

32. Which of the following pairs concerning the rules of the CCS (Conduct) Rules, 1964 and their subject matter is incorrectly matched?
(A) Rule 13 - Acceptance of Gifts
(B) Rule 17 - Insolvency and Habitual Indebtedness
(C) Rule 21 - Intoxicating Drinks and Drugs
(D) Rule 22A - Prohibition of Employment of Children

33. Under Rule 16 (Investment, lending and borrowing), a Government servant is explicitly prohibited from:
(A) Depositing money in a nationalised bank
(B) Taking a loan from the General Provident Fund
(C) Taking an advance of pay from the Government
(D) Lending money at interest to any person

34. Consider the following statements regarding the intimation of movable property transactions under Rule 18 of the CCS (Conduct) Rules:
I. Intimation is required if the transaction value exceeds two months' basic pay of the Government servant.
II. Intimation is only required for Group 'A' and 'B' officers, not for Group 'C' staff.
III. Prior sanction is required if the transaction is with a person having official dealings with the Government servant.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

35. According to Rule 18 of the CCS (Conduct) Rules, 1964, an Annual Property Return (APR) must be submitted by Government servants giving full particulars regarding:
(A) Only immovable property located outside India
(B) Immovable property inherited, owned, acquired, or held on lease/mortgage
(C) Movable property exceeding Rs. 5 lakhs in value
(D) Both immovable and movable property transactions of the entire year in a single form

36. A school Principal intends to purchase a flat costing Rs. 50 lakhs directly from a reputed builder using their own savings and a bank loan. As per Rule 18 of the CCS (Conduct) Rules, the Principal must:
(A) Obtain mandatory prior sanction from the Directorate given the high monetary value
(B) Surrender official Government accommodation prior to executing the property purchase
(C) Defer the real estate acquisition until formal retirement from government service
(D) Intimate the prescribed authority within one

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month

37. Which of the following is NOT considered 'Movable Property' for the purpose of Rule 18 of the CCS (Conduct) Rules, 1964?
(A) An ancestral agricultural land
(B) Jewellery and Insurance policies
(C) Shares, securities and debentures
(D) Motor cars and refrigerators

38. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): A Government servant requires the prior sanction of the Government to have recourse to any court for the vindication of any official act which has been the subject matter of adverse criticism.
Reason (R): Rule 19 ensures that the Government is aware of and approves any legal proceedings initiated by an employee concerning official duties to prevent public embarrassment or policy conflicts.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

39. Rule 20 of the CCS (Conduct) Rules, 1964 prohibits a Government servant from:
(A) Bringing political or outside influence for service matters
(B) Submitting an application for casual or earned leave without submitting a valid medical certificate
(C) Attending or participating in international academic, educational, or scientific conferences
(D) Submitting a request for transfer on compassionate grounds routed through proper departmental channels

40. According to Rule 21 of the CCS (Conduct) Rules, 1964, dealing with marriages, a Government servant is completely prohibited from:
(A) Entering into marriage with a person of a different nationality without obtaining mandatory prior permission
(B) Contracting a valid legal marriage prior to attaining the prescribed minimum age of twenty-five years
(C) Participating in or entering into an arranged family marriage without prior official administrative intimation
(D) Marrying a person with a living spouse without permission

41. Consider the following statements regarding the consumption of intoxicating drinks and drugs (Rule 22):
I. A Government servant is prohibited from consuming any intoxicating drink or drug in a public place.
II. A Government servant must not appear in a public place in a state of intoxication.
III. A Government servant may consume alcohol during office hours if they are attending an official diplomatic function.
IV. A Government servant must strictly abide by any law relating to intoxicating drinks or drugs in force in any area.
Which of the statements given above are correct?
(A) I, II and IV only
(B) II, III and IV only
(C) I, III and IV only
(D) I, II, III and IV

42. In the context of Rule 3C (Prohibition of sexual harassment of working women), which landmark guidelines laid the foundation for framing this specific conduct rule?
(A) Kothari Commission Guidelines
(B) Mandal Commission Recommendations
(C) Vishaka Guidelines by the Supreme Court of India
(D) Second Administrative Reforms Commission Guidelines

43. A female teacher lodges a formal complaint of sexual harassment against the Vice-Principal of the school. Under the framework integrated with the CCS (Conduct) Rules, who is primarily responsible for inquiring into this complaint?
(A) The local Police Station House Officer
(B) A special committee of male senior teachers appointed by the Principal
(C) The Parent-Teacher Association (PTA)
(D) The Internal Complaints Committee (ICC) of the workplace

44. Under Rule 22A of the CCS (Conduct) Rules, a Government servant is explicitly prohibited from employing as domestic help any child below the age of:
(A) 12 years
(B) 14 years

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(C) 16 years
(D) 18 years

45. What is the prescribed action under the CCS (Conduct) Rules if a Government servant becomes the subject of legal proceedings for insolvency?
(A) The Government servant must tender immediate resignation from service upon filing
(B) Forthwith report the full facts to the Government
(C) The Government servant's monthly pay and allowances are completely suspended immediately
(D) The Government servant faces summary automatic dismissal from service without an enquiry

46. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): Acceptance of a modest customary gift from a foreign dignitary during an official visit abroad does not violate the CCS (Conduct) Rules if the provisions of the Foreign Contribution (Regulation) Act are adhered to and the gift is deposited with the Government if its value exceeds the prescribed limit.
Reason (R): Rule 13 completely bans the acceptance of any gifts, regardless of the occasion or the donor.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

47. Which of the following types of associations can a Government servant join without prior sanction, under Rule 6?
(A) An association of residents in their locality for cultural and sports activities
(B) A registered trade union meant for industrial workers
(C) An unregistered association formed specifically to protest government pay policies
(D) A political youth wing

48. Rule 19 of the CCS (Conduct) Rules, 1964 provides that a Government servant must not vindicate any official act through the press or court without prior sanction. However, does this restriction apply to vindicating their private character?
(A) Yes, prior sanction is required for vindicating private character as well
(B) Yes, they must route the request through a judicial magistrate
(C) No, prior sanction is not required, but an intimation to the prescribed authority must be given
(D) No, private character vindication is entirely outside the purview of the Government with no reporting requirement

49. As per Rule 11 (Unauthorized communication of information), quoting or copying from official documents in communications addressed to unauthorized persons is:
(A) Fully permitted provided the official document or information is more than five years old
(B) Permitted provided the clear primary intention is exposing administrative delays or corruption
(C) Permitted provided the transmission occurs strictly through encrypted or anonymous email channels
(D) Strictly prohibited under Conduct Rules

50. Consider the following statements regarding the applicability of the CCS (Conduct) Rules, 1964 to probationers:
I. Probationers are exempt from the CCS (Conduct) Rules until they are confirmed in service.
II. Violation of Conduct Rules by a probationer can lead to termination of their service under the probation rules or disciplinary action.
III. Probationers are governed only by the Fundamental Rules, not Conduct Rules.
IV. The requirement to submit an Annual Property Return applies to probationers as well.
Which of the statements given above are correct?
(A) I and III only
(B) II and IV only
(C) I, II and IV only
(D) II, III and IV only

51. A teacher applies for a passport to travel abroad for a vacation. Does this action fall under any specific purview of the CCS (Conduct) Rules?
(A) The Conduct Rules explicitly forbid any personal foreign travel during active service

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under all circumstances
(B) Applying for a passport is permissible, though foreign hospitality remains regulated
(C) Rule 18 mandates that acquiring an official travel passport constitutes acquiring valuable movable property
(D) The Conduct Rules mandate submitting a formal resignation from public service prior to embarking on foreign travel

52. If a Government servant desires to contest an election to a local body (like a Municipal Corporation), under Rule 5 of the CCS (Conduct) Rules, 1964, they:
(A) Can freely contest local elections by taking approved long leave without pay during campaigning
(B) Can contest provided the employee does not officially register or utilize recognized political party symbols
(C) Can contest provided the local municipal or panchayat election is declared strictly non-partisan in nature
(D) Cannot contest elections to any local authority or legislative body

53. Which of the following statements is incorrect regarding the acceptance of subscriptions under Rule 12?
(A) A Principal can freely authorize students to collect funds for a local NGO without higher approval.
(B) Sponsoring a charitable fund-raising drive requires previous sanction.
(C) Flag Day collections organized officially do not violate this rule.
(D) Associating with the raising of any funds in pursuance of any object whatsoever generally requires sanction.

54. When a Government servant acquires immovable property through a lease, when is it required to be reported under Rule 18?
(A) Only if the lease period exceeds one year
(B) Only if the lease period exceeds three years
(C) Only if the lease period exceeds five years
(D) Only if the property is leased from a foreign national

55. A Government servant is suspended pending an inquiry into serious allegations. During the period of suspension, the CCS (Conduct) Rules, 1964:
(A) Continue to apply in full force to the suspended employee
(B) Cease to apply entirely as the employee is not on duty
(C) Apply only partially, specifically excluding the rules on private employment
(D) Apply only if the suspension lasts for more than 90 days

56. What constitutes "habitual indebtedness" under Rule 17 of the CCS (Conduct) Rules?
(A) Simultaneously maintaining a housing loan, vehicle loan, and personal credit line from recognized commercial banks
(B) Frequently borrowing modest sums of money on an informal basis from immediate family members without interest charges
(C) Temporarily overdrawing a bank salary account by a minor sum once during a single calendar year
(D) Repeated inability to discharge debts, resulting in legal recovery proceedings

57. Which provision under the CCS (Conduct) Rules deals with the "Prohibition of engaging in any trade or business"?
(A) Rule 11
(B) Rule 13
(C) Rule 15
(D) Rule 19

58. An official is accused of leaking the confidential blueprint of an upcoming recruitment examination to a coaching institute. Under which rule of the CCS (Conduct) Rules 1964 is this a direct violation?
(A) Rule 7 (Demonstrations and strikes)
(B) Rule 11 (Unauthorized communication of information)
(C) Rule 14 (Public demonstrations in honour of Government servants)
(D) Rule 21 (Restriction regarding marriage)

59. Can a Government servant be penalised for the political activities of their spouse under the CCS (Conduct) Rules, 1964?
(A) Yes, the Government servant is held directly accountable and subject to summary dismissal if their spouse formally registers with any political party.
(B) Yes, accountable only if the spouse actively contests a parliamentary or national level election, whereas participating in local municipal polls is exempt.
(C) No, family members' political affiliations are

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entirely unmentioned and unregulated under civil service conduct provisions under any circumstances.
(D) No, though the employee must report if unable to prevent subversive activities.

60. Under Rule 3(1)(i) of the CCS (Conduct) Rules, 1964, "Integrity" implies:
(A) Absolute financial honesty and incorruptibility
(B) Maintaining requisite physical fitness and medical standards to perform official duties
(C) Maintaining strict daily punctuality and attendance records when attending office
(D) Possessing all essential educational qualifications prescribed for the specific post

61. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): A Government servant cannot participate in a TV panel discussion on a controversial political topic without prior sanction.
Reason (R): Rule 8 of the CCS (Conduct) Rules prohibits Government servants from participating in media broadcasts that may publicly criticize current Government policies.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

62. Which of the following is considered an exception to Rule 7 (Demonstrations and Strikes) where the action would NOT be considered a strike?
(A) Organized pen-down strikes executed collectively by departmental administrative staff during working hours
(B) Attending a peaceful meeting outside office hours without work disruption
(C) Simultaneous submission of mass casual leave applications by employees to protest service conditions
(D) Concerted non-cooperation and systematic boycott of assigned official duties across departments

63. Under Rule 18 (Movable, immovable and valuable property), if a transaction of movable property involves a person having official dealings with the Government servant, what is the prerequisite?
(A) Prior sanction of the prescribed authority
(B) Only an intimation to the prescribed authority within one month
(C) No reporting is needed if the amount is less than 5 months' basic pay
(D) The transaction is strictly banned and cannot be authorized

64. A Principal observes that a teacher consistently defaults on payments to local shopkeepers, resulting in creditors frequently visiting the school premises to demand money. This conduct is primarily a violation of which rule of the CCS (Conduct) Rules?
(A) Rule 3A (Promptness and Courtesy)
(B) Rule 17 (Insolvency and Habitual Indebtedness)
(C) Rule 20 (Canvassing of non-official or other outside influence)
(D) Rule 22 (Intoxicating drinks and drugs)

65. Consider the following statements regarding Bigamous Marriages (Rule 21):
I. No Government servant having a spouse living shall enter into, or contract, a marriage with any person.
II. The Government may permit such a marriage if it is permissible under the personal law applicable to the Government servant and the other party.
III. There are no exemptions under any circumstances for entering into a bigamous marriage.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I only

66. A Government servant who is a member of a Joint Consultative Machinery (JCM) is participating in a sit-in protest within the office premises during working hours. Under the CCS (Conduct) Rules, this act is:
(A) Fully protected under fundamental rights guaranteeing freedom of speech and expression
(B) Fully permitted since designated JCM union representatives enjoy statutory legal immunity
(C) A violation of Rule 7 regarding strikes
(D) A direct violation of Rule 15 governing private commercial trade and engagement

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67. The obligation to maintain "devotion to duty" under Rule 3(1)(ii) has been interpreted by courts and tribunals. Which of the following best describes its scope?
(A) Strictly attending office premises punctually and adhering strictly to standard working hours
(B) Performing duties diligently while avoiding gross negligence
(C) Mandating that public servants must perform official duties on weekends without compensatory leave
(D) Referring exclusively to maintaining accurate institutional financial ledgers and accounting registers

68. According to the CCS (Conduct) Rules, 1964, can a Government servant accept a part-time examinership from a recognized University?
(A) Yes, completely unrestricted without requiring any prior official administrative permission or intimation
(B) No, engaging in academic evaluation or exam setting for external universities is strictly prohibited
(C) No, unless the Government servant is officially serving on active deputation to that specific University
(D) Yes, requiring prior sanction under Rule 15

69. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): Disciplinary action for violating the CCS (Conduct) Rules can be initiated independently of any ongoing criminal prosecution for the same act.
Reason (R): The standard of proof required in disciplinary proceedings (preponderance of probability) is different from that in a criminal trial (proof beyond reasonable doubt).
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

70. According to Rule 13 of the CCS (Conduct) Rules, 1964, what is the restriction placed on a Government servant regarding lavish hospitality?
(A) Completely abstain from accepting any form of personal meal or accommodation hospitality from near relatives
(B) Accept frequent social hospitality provided the monetary value stays within five thousand rupees per occasion
(C) Avoid lavish or frequent hospitality from entities with official dealings
(D) Personal hospitality is entirely excluded from the regulatory scope and operational purview of Rule 13

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71. A Group 'B' Gazetted Officer wishes to undertake an honorary unpaid position as the Secretary of a registered Resident Welfare Association. Under Rule 15 of the CCS (Conduct) Rules:
(A) Permissible without prior sanction, subject to intimation and duty non-interference
(B) Prior sanction from the competent administrative authority is mandatory before assuming any such position
(C) Public servants are strictly prohibited under conduct rules from holding any honorary post in resident bodies
(D) Prior sanction is required only if the resident association manages an annual financial budget exceeding one lakh

72. Which of the following is NOT covered under the definition of "Strike" for the purpose of Rule 7 of the CCS (Conduct) Rules?
(A) Unregulated absence from official duties by a collective group of employees acting in combination
(B) A concerted, organized refusal by staff members to continue performing regular official work
(C) Simultaneous submission of mass casual leave applications intended to disrupt departmental functioning
(D) Refusal of overtime due to a medical emergency

73. Consider the following statements regarding the acceptance of gifts from foreign dignitaries by a Government servant:
I. Gifts of symbolic nature can be accepted and retained without reporting.
II. If the value of the gift exceeds the limit prescribed by the Government, it must be surrendered to the Toshakhana.
III. The Conduct Rules completely ignore gifts received abroad as they fall under foreign jurisdiction.
Which of the statements given above are correct?
(A) I and II only
(B) II only

(C) I and III only
(D) II and III only

74. Consider the following acts or behaviours under Rule 3C (Prohibition of sexual harassment of working women) of the CCS (Conduct) Rules, 1964:
I. Physical contact and advances
II. A demand or request for sexual favours
III. Making sexually coloured remarks
IV. Showing pornography
Which of the statements given above are included in the definition of sexual harassment?
(A) I and II only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

75. A Government servant applies for a loan from a bank to construct a house. Does this constitute "borrowing" that requires prior sanction under Rule 16 of the CCS (Conduct) Rules?
(A) Yes, all personal or institutional bank loans strictly require prior administrative sanction before applying
(B) Yes, unless the home loan facility is fully backed and secured against General Provident Fund balances
(C) No, provided the official submits written notification to the bank manager disclosing official government rank
(D) No, borrowing from banks in normal transactions requires no prior sanction

76. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): Rule 11 of the CCS (Conduct) Rules restricts a Government servant from communicating official information to unauthorized persons, but this is subject to the provisions of the Right to Information Act, 2005.
Reason (R): The RTI Act has overriding effect over any inconsistent provisions in the Official Secrets Act or any other law/rules, including the Conduct Rules, to the extent of information legitimately disclosable under RTI.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

77. Which of the following matches between a Rule of the CCS (Conduct) Rules and its prescribed action is incorrect?
(A) Rule 19 - Prior sanction required to recourse to court for vindication of official acts subjected to criticism
(B) Rule 18 - Prior sanction for all movable transactions
(C) Rule 12 - Mandatory prior sanction required before asking for or accepting subscriptions or raising funds
(D) Rule 15 - Previous government sanction required to edit, manage, or publish any newspaper or periodical

78. A teacher has repeatedly approached the local Member of Parliament (MP) to write a letter to the Directorate of Education requesting a favourable transfer. This action is a violation of:
(A) Rule 3 governing general misconduct and failure to maintain devotion to duty
(B) Rule 5 prohibiting civil servants from taking part in politics and elections
(C) Rule 20 regarding canvassing outside influence
(D) Rule 22 regulating the consumption of intoxicating drinks and substance use

79. Consider the following statements regarding the definition of 'members of family' under the CCS (Conduct) Rules:
I. A stepchild wholly dependent on the Government servant is included.
II. A legally separated spouse is included.
III. Blood relations not dependent on the Government servant are excluded.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

80. A Government servant purchases a car worth Rs. 8 lakhs from a regular and reputed car dealer. Assuming the value exceeds the prescribed limit of two months' basic pay, what is the requirement under Rule 18?
(A) The commercial vehicle transaction is strictly prohibited as the cost exceeds statutory limit limits
(B) Mandatory prior sanction of the prescribed authority must be obtained before concluding the purchase
(C) Intimation to the prescribed authority

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within one month is sufficient
(D) Reporting the purchase annually in the regular immovable property return document is sufficient

81. Under Rule 10 (Evidence before Committee or any other authority), a Government servant does NOT need prior sanction to give evidence before:
(A) An unofficial private inquiry committee constituted independently by a non-governmental organization
(B) An international or foreign investigative agency conducting cross-border law enforcement inquiries
(C) A public media tribunal or investigative panel organized independently by a broadcast news channel
(D) An authority appointed by Government or Legislature

82. Which of the following forms of protest is strictly prohibited under Rule 7 of the CCS (Conduct) Rules?
(A) Holding a peaceful informational meeting during lunch break completely outside office premises
(B) Submitting a formal representation or memorandum to the Minister routed through proper channels
(C) Pen-down strike at the workplace
(D) Forming a recognized service association in full compliance with prescribed administrative rules

83. A Principal is invited to be the chief guest at a local cultural event organized by an NGO. The NGO wishes to present a silver plaque worth Rs. 3000 to the Principal. Under Rule 13 (Gifts) of the CCS (Conduct) Rules, the Principal should:
(A) Accept the memento freely without official intimation because it involves a local cultural function
(B) Act according to prescribed monetary gift limits
(C) Accept the memento provided it is crafted exclusively from gold or platinum material
(D) Formally tender resignation from civil service prior to accepting any plaque from non-government bodies

84. Consider the following statements regarding Rule 3C (Prohibition of sexual harassment):
I. The rule applies only to female Government servants harassed by male superiors.
II. It mandates that any Government servant in charge of a workplace must take appropriate steps to prevent sexual harassment.
III. The rule is aligned with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

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85. If a Government servant acts in a manner that lacks "devotion to duty", what is the immediate procedural consequence under the framework governing Central Government employees?
(A) Disciplinary action under CCS (CCA) Rules
(B) Automatic summary dismissal from service without holding any statutory departmental inquiry
(C) Immediate criminal arrest executed by local law enforcement officers on duty premises
(D) Mandatory permanent forfeiture and financial deduction from General Provident Fund balances

86. Can a Government servant participate in the activities of a registered Trade Union?
(A) Yes, all civil servants across all cadres possess an absolute statutory right to register and join any trade union
(B) Yes, trade union membership is permitted, but such rights are restricted strictly to staff classified as Group D
(C) No, they can form Service Associations, not Trade Unions
(D) Yes, trade union participation is fully allowed provided the organization never issues formal calls for labor strikes

87. Under Rule 22, what is the specific restriction regarding the consumption of intoxicating drinks for a Government servant while on duty?
(A) Strictly prohibited while on duty
(B) Fully allowed provided consumption occurs exclusively during official lunch hours or duty breaks
(C) Permitted provided prior written permission or verbal concurrence is granted by the immediate superior
(D) Prohibited exclusively for uniformed law enforcement or security personnel while serving on active duty

88. A Head of Department issues a written order to a subordinate. The subordinate feels the order is contrary to rules. As per the general principles of conduct, what should the subordinate do?
(A) Flatly refuse compliance and decline to execute any part of the written administrative order
(B) Immediately leak the directive to public media channels to highlight administrative illegality
(C) Tender immediate formal resignation from service to avoid executing an improper directive
(D) Carry out the order while formally registering protest

89. Rule 18(3) of the CCS (Conduct) Rules requires the submission of a return of movable property. Is this a regular annual requirement?
(A) Yes, a comprehensive annual return covering all movable assets is mandatory alongside immovable property returns
(B) No, annual returns apply to immovable property only
(C) Yes, an annual submission covering all movable assets is enforced, but restricted strictly to Group A gazetted officers
(D) No, details regarding movable assets are completely exempt and never required by the Government under any situation

90. Which authority is competent to interpret the provisions of the CCS (Conduct) Rules, 1964 if any question arises relating to their interpretation?
(A) The Supreme Court of India sitting in full constitutional bench
(B) The Central Administrative Tribunal through its Principal Bench
(C) The President of India through DoPT
(D) The Comptroller and Auditor General of India in consultation with CAG

91. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): Taking part in a sports body or association at the state or national level without prior sanction is completely banned under the CCS (Conduct) Rules.
Reason (R): Rule 15 requires previous sanction for a Government servant to hold an elective office in any body, whether incorporated or not.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

92. A teacher seeks permission to become the legal guardian of an orphaned niece and administer her property. Under the CCS (Conduct) Rules:
(A) Prior sanction is not required for guardianship
(B) This action is classified strictly as an unallowable private trade engagement and is completely prohibited under service rules
(C) This action strictly requires previous administrative sanction from the Ministry of Women and Child Development prior to court filing
(D) The teacher must formally execute a deed transferring ownership of the ward's property directly to the Central Government

93. Consider the following statements regarding the prohibition of bigamous marriage under Rule 21:
I. A Government servant whose spouse is living cannot marry again.
II. A Government servant cannot marry a person who already has a living spouse.
III. Exemptions can only be granted if such marriage is permissible under the personal law applicable to both parties and there are other grounds for so doing.
IV. Bigamy is allowed if the first spouse gives written consent, regardless of personal law.
Which of the statements given above are correct?
(A) I and II only
(B) I, II and III only
(C) II, III and IV only
(D) I, III and IV only

94. A Government servant acts as a "Benami" in a property transaction to hide the real ownership of a property acquired by a corrupt politician. This violates:
(A) Rule 8 regulating participation in press and electronic media publications
(B) Rule 18 and Rule 3 (Integrity)
(C) Rule 12 prohibiting unauthorized collection of subscriptions and public funds
(D) Rule 22 governing the consumption of intoxicating drinks and substance abuse

95. What is the stance of the CCS (Conduct) Rules on a Government servant participating in a 'Bandh' (a form of general strike)?

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(A) Prohibited under Rule 7 as a strike
(B) Fully permissible provided the general strike or bandh is officially called by a major recognized political party
(C) Fully permissible provided the public demonstration or shutdown remains entirely peaceful and free from violence
(D) Fully permissible provided participation occurs exclusively during official weekend holidays or closed office days

96. Under the CCS (Conduct) Rules, what is the implication of the term "moral turpitude" when associated with the conduct of a Government servant?
(A) It refers merely to administrative inefficiency, minor procedural lapses, or poor official performance in regular duties
(B) It refers strictly to habitual late attendance, unexcused absence, or leaving office premises prior to official closing hours
(C) Acts contrary to honesty or good morals
(D) It is synonymous with authorized routine disclosure of administrative communication and official public records to citizens

97. A Principal receives a request from a publishing house to author a textbook on Mathematics for school students. The publisher will pay royalty. Under Rule 15 (Private trade or employment):
(A) The Principal can freely author the textbook without seeking sanction provided it is a purely academic manuscript
(B) The Principal is completely barred from writing, publishing, or authoring any textbook whatsoever while actively in service
(C) The Principal can write the textbook provided the entire financial royalty is transferred to the Prime Minister's Relief Fund
(D) Prior sanction is required under Rule 15

98. Given below are two statements, one labelled as Assertion (A) and the other labelled as Reason (R):
Assertion (A): A Government servant cannot be a member of an organization like the RSS or Jamaat-e-Islami.
Reason (R): The Government has issued specific clarificatory orders under Rule 5 of the CCS (Conduct) Rules treating these as organizations with political objectives, and membership attracts disciplinary action.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

99. Which of the following best describes the primary objective of the CCS (Conduct) Rules, 1964?
(A) To maximize financial efficiency, streamline departmental procurement, and reduce administrative expenditure across ministries
(B) To ensure absolute integrity, devotion to duty, and proper conduct
(C) To comprehensively regulate monthly pensionary entitlements, provident fund disbursements, and post-retirement service benefits
(D) To establish, monitor, and enforce uniform pedagogical instructional standards across state and national educational institutions

100. In case a Government servant violates any provision of the CCS (Conduct) Rules, 1964, the procedure for imposing penalties is derived from:
(A) The Fundamental Rules (FR) and Supplementary Rules (SR) governing terms of public service
(B) The General Financial Rules, 2017 regulating governmental expenditure and public procurement
(C) The Delhi School Education Act, 1973 and its associated statutory administrative regulations
(D) The CCS (CCA) Rules, 1965

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ANSWERS

1. (B) 1964
The Central Civil Services (Conduct) Rules were comprehensively revised and promulgated in the year 1964. These rules replaced the previous regulations of 1955 to establish a modernized, standardized legal framework governing the conduct, discipline, and ethical standards of Central Government employees across various civil departments and ministries, ensuring administrative efficiency, impartiality, public service integrity, and professional accountability.

2. (C) An employee belonging to an All India Service
The Central Civil Services (Conduct) Rules, 1964 apply to civil servants in Central Government posts, including civilian defence personnel and probationers. However, officers belonging to All India Services, such as the Indian Administrative Service, Indian Police Service, and Indian Forest Service, are governed by their own distinct set of rules, specifically the All India Services (Conduct) Rules, 1968.

3. (C) A is true but R is false
When a State Government employee is sent on deputation to a Central Government department, the Central Civil Services (Conduct) Rules, 1964 apply during the period of deputation. Consequently, the assertion that central conduct rules apply is correct, whereas the claim that a deputationist remains entirely governed by state rules during central service is incorrect and legally unfounded.

4. (A) Rule 3(1)(i)
Rule 3(1) of the Central Civil Services (Conduct) Rules, 1964 outlines the fundamental general requirements expected of civil servants. Sub-rule 3(1)(i) explicitly mandates that every Government servant shall at all times maintain absolute integrity. Sub-rule 3(1)(ii) deals with devotion to duty, while Rule 3(1)(iii) mandates that civil servants do nothing unbecoming of a Government servant.

5. (A) An independent married daughter living separately
Under the Central Civil Services (Conduct) Rules, 1964, "members of family" includes the spouse, dependent children, or relatives wholly dependent on the employee and residing with them. A married daughter who is financially independent and lives separately is no longer dependent on the employee and is therefore excluded from the definition of a family member.

6. (C) I and III only
Rule 3(2) of the Central Civil Services (Conduct) Rules, 1964 obligates supervisory officers to ensure the integrity and devotion to duty of all Government servants under their administrative control. However, a supervisor is not personally liable for the private debts of their subordinates, as private financial transactions remain personal matters unless they lead to legal insolvency proceedings.

7. (A) To act promptly in the discharge of official duties
Rule 3A of the Central Civil Services (Conduct) Rules, 1964 mandates promptness and courtesy. It explicitly specifies that every Government servant shall act courteously and with good manners in dealings with the public. Additionally, it requires public servants to act with utmost promptness and avoid willful delays in the discharge of their official duties and public responsibilities.

8. (B) Rule 15 (Private trade or employment)
Rule 15 of the Central Civil Services (Conduct) Rules, 1964 explicitly prohibits a Government servant from engaging directly or indirectly in any private trade, business, commercial activity, or undertaking commercial coaching work without obtaining prior sanction from the competent authority. Operating a private coaching centre after school hours directly violates this statutory prohibition on unauthorized private employment.

9. (B) Preservation of environment, wildlife, and cultural heritage
Rule 3B of the Central Civil Services (Conduct) Rules, 1964 outlines the responsibility of

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Government servants to observe Government policies regarding social matters. Specifically, it explicitly obligates every Government servant to act in accordance with Government policies aimed at preventing environmental pollution, preserving wildlife and forest ecosystems, and maintaining cultural heritage and public property throughout the nation.

10. (B) II and IV only
Under Rule 3 of the Central Civil Services (Conduct) Rules, directions should ordinarily be issued in writing. When an oral direction is given by an official superior under urgent circumstances, the subordinate who receives it must seek written confirmation as early as possible. Furthermore, it remains the duty of the superior officer to confirm such oral orders in writing.

11. (D) Habitual late attendance and leaving the workplace early without permission
Rule 3(1)(iii) of the Central Civil Services (Conduct) Rules, 1964 mandates that every employee shall do nothing which is unbecoming of a Government servant. Unbecoming conduct includes actions that show lack of discipline, respect, or responsibility. Habitual late attendance and leaving the workplace early without official permission violate workplace discipline and constitute conduct unbecoming of an official.

12. (D) A is false but R is true
Rule 5 of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits Government servants from taking part in, subscribing in aid of, or assisting in any manner, political movements or election campaigning, even while on approved leave. Therefore, the assertion that an employee may openly campaign during leave is false, whereas the reasoning explaining Rule 5 is factually true.

13. (B) Prevent the family member and report to the Government if unable to do so
Rule 5(2) of the Central Civil Services (Conduct) Rules, 1964 obligates a Government servant to endeavor to prevent any family member from participating in subversive political activities. If the employee is unable to prevent the family member from doing so, they must immediately submit a formal written report detailing the facts to the Government.

14. (B) Amounts to using political influence in an election under Rule 5
Displaying electoral symbols or party flags on personal vehicles parked within government office premises is construed as active participation in political canvassing and using political influence. Under Rule 5 of the Central Civil Services (Conduct) Rules, 1964, civil servants are prohibited from exhibiting political symbols or canvassing for political parties in any manner within official or public spaces.

15. (A) The sovereignty and integrity of India, public order, or morality
Rule 6 of the Central Civil Services (Conduct) Rules, 1964 provides that no Government servant shall join, or continue to be a member of, an association the objects or activities of which are prejudicial to the sovereignty and integrity of India, public order, or morality. Maintaining national integrity and public order is a fundamental obligation for public servants.

16. (C) Submitting a joint representation through proper channels
Under clarificatory orders relating to Rule 7 of the Central Civil Services (Conduct) Rules, 1964, a strike includes mass casual leave, concerted refusal to perform overtime, or gheraos. Submitting a joint representation through proper administrative channels is a legitimate grievance redressal mechanism and is not classified as a strike or unauthorized demonstration.

17. (D) Edit or manage any newspaper or periodical publication
Rule 8 of the Central Civil Services (Conduct) Rules, 1964 stipulates that no Government servant shall, except with previous sanction of the Government, edit, manage, or conduct any newspaper or periodical publication. However, publishing purely literary, artistic, scientific, or academic books and articles does not require prior sanction, provided no confidential official information is disclosed.

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18. (D) A is false but R is true
Rule 8 of the Central Civil Services (Conduct) Rules, 1964 permits Government servants to publish books or contribute articles of a purely literary, artistic, or scientific character without prior sanction. Thus, the assertion claiming a complete bar on publishing under all circumstances

is false, while the reasoning regarding preventing unauthorized communication of secrets is true.

19. (B) Statements under own name, pseudonymous, or anonymous
Rule 9 of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits any public statement, written or oral, that adversely criticizes any current or recent policy or action of the Central or State Governments. This prohibition applies universally regardless of whether the statement is made under the employee's own name, a pseudonym, or anonymously.

20. (D) No prior sanction is required before a Government-appointed enquiry
Rule 10 of the Central Civil Services (Conduct) Rules, 1964 regulates evidence given before committees or inquiry bodies. While prior sanction is generally required before giving evidence in formal inquiries, explicit exemptions apply to evidence given before inquiries appointed by the Government, Parliament, or State Legislatures, where prior administrative sanction is not required.

21. (A) I and II only
Rule 11 of the Central Civil Services (Conduct) Rules, 1964 bars unauthorized communication of official documents or information to any unauthorized person. However, disclosures mandated or permitted under the Right to Information Act, 2005 are recognized statutory exceptions. Sharing confidential information with uninvolved colleagues without official authorization remains a violation of communication rules.

22. (D) Rule 12
Rule 12 of the Central Civil Services (Conduct) Rules, 1964 specifically regulates subscriptions and fund collection. It provides that no Government servant shall, except with the previous sanction of the Government or prescribed authority, ask for or accept contributions to, or otherwise associate with the raising of, any funds in pursuance of any object whatsoever.

23. (A) Free transport, boarding, or lodging from a non-relative
Rule 13 of the Central Civil Services (Conduct) Rules, 1964 defines gifts broadly to include free transport, boarding, lodging, or pecuniary advantages provided by any person other than a near relative or personal friend without adequate consideration. It excludes casual meals, modest hospitality, or academic awards won through open, competitive, merit-based processes.

24. (A) Both A and R are true and R is the correct explanation of A
Rule 13 of the Central Civil Services (Conduct) Rules, 1964 permits Group A officers to accept customary gifts from near relatives during social or religious occasions like weddings without prior permission. However, to ensure financial transparency, reporting to the Government is required if the gift's value exceeds the prescribed monetary threshold, making both statements correct.

25. (D) Rs. 25,000
Under the updated Department of Personnel and Training guidelines governing Rule 13 of the Central Civil Services (Conduct) Rules, 1964, a Group A officer is required to report the acceptance of gifts from near relatives on traditional occasions such as weddings or anniversaries if the total monetary value exceeds twenty-five thousand rupees.

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26. (C) Giving, taking, or abetting the giving or taking of dowry is strictly prohibited.
Rule 13A of the Central Civil Services (Conduct) Rules, 1964 specifically addresses dowry. It mandates that no Government servant shall give or take, or abet the giving or taking of dowry, nor shall any Government servant demand directly or indirectly from the parents or guardian of a bride or bridegroom any dowry, making all such acts misconduct.

27. (D) No, except with the prior approval of the Central Government
Rule 14 of the Central Civil Services (Conduct) Rules, 1964 explicitly restricts the acceptance of honors or awards from foreign sources. It specifies that no Government servant shall accept any award, title, honor, or monetary decoration from any foreign State, except with the explicit prior sanction and approval of the Central Government.

28. (B) I and III only
Under Rule 15 of the Central Civil Services (Conduct) Rules, 1964, undertaking honorary social or charitable work without remuneration is allowed without prior sanction. However, prior

sanction is required to negotiate for external employment, participate in paid radio broadcasts, or canvass for commercial businesses, including insurance agencies operated by family members.

29. (B) Is generally discouraged and part-time employment is strictly restricted under Rule 15
Rule 15 of the Central Civil Services (Conduct) Rules, 1964 prohibits Government servants from engaging in private trade or commercial employment. Undertaking part-time commercial employment in private firms is strictly restricted and generally discouraged, as public servants are expected to devote their full attention and energy to their official duties without outside financial conflicts of interest.

30. (B) Sub-letting or permitting unauthorized occupation is strictly prohibited
Rule 15A of the Central Civil Services (Conduct) Rules, 1964 governs Government accommodation. It strictly prohibits a Government servant from sub-letting, leasing, or transferring official residential quarters allocated to them, or permitting unauthorized persons to occupy any part of the allotted accommodation, as doing so constitutes severe administrative misconduct and breach of allotment rules.

31. (A) Frequent speculation is prohibited, though occasional investments are allowed
Rule 16 of the Central Civil Services (Conduct) Rules, 1964 explicitly prohibits Government servants from speculating in stock, share, or other financial markets. Habitual day trading or frequent buying and selling of securities is considered speculation. However, genuine occasional investments made through licensed brokers or recognized institutions are permissible under government guidelines.

32. (C) Rule 21 - Intoxicating Drinks and Drugs
In the Central Civil Services (Conduct) Rules, 1964, Rule 21 deals specifically with restrictions regarding marriage and bigamy, whereas Rule 22 regulates the consumption of intoxicating drinks and drugs. Therefore, pairing Rule 21 with intoxicating drinks and drugs is incorrect, as substance regulations fall entirely under the scope of Rule 22.

33. (D) Lending money at interest to any person
Rule 16(1) of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits a Government servant from lending money at interest to any person, or borrowing money from any person with whom they have official dealings. Standard financial transactions like bank deposits, GPF loans, or government pay advances are legitimate activities exempt from this statutory prohibition.

34. (B) I and III only
Under Rule 18 of the Central Civil Services (Conduct) Rules, 1964, intimating movable property transactions is mandatory for all employee categories if the value exceeds two months' basic pay. Furthermore, prior sanction is required if the transaction involves a person having official dealings with the employee, ensuring transparency across all civil service posts.

35. (B) Immovable property inherited, owned, acquired, or held on lease/mortgage
Rule 18(1)(i) of the Central Civil Services (Conduct) Rules, 1964 mandates that every Government servant shall submit an Annual Property Return (APR) providing full details regarding all immovable property inherited, owned, acquired, or held by them on lease or mortgage, either in their own name or in the name of any family member.

36. (D) Intimate the prescribed authority within one month
Rule 18(2) of the Central Civil Services (Conduct) Rules, 1964 provides that acquiring immovable property from a regular, reputed builder or non-official vendor without official dealings requires only an intimation to the prescribed authority within one month of the transaction. Prior sanction is only mandatory when acquiring property from persons having official dealings.

37. (A) An ancestral agricultural land
Under Rule 18 of the Central Civil Services (Conduct) Rules, 1964, land, including agricultural or residential plots, buildings, and houses, is categorized strictly as immovable property. Conversely, jewellery, insurance policies, shares, securities, motor vehicles, and electrical appliances are categorized as movable property for the administrative application of financial disclosure guidelines.

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38. (A) Both A and R are true and R is the correct explanation of A
Rule 19 of the Central Civil Services (Conduct) Rules, 1964 explicitly mandates that no Government servant shall resort to court proceedings or press statements for vindicating official acts subjected to public criticism without obtaining prior sanction. This requirement allows the Government to review proceedings and prevent administrative conflicts, making both statements accurate and logically connected.

39. (A) Bringing political or outside influence for service matters
Rule 20 of the Central Civil Services (Conduct) Rules, 1964 provides that no Government servant shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further their interests in respect of matters pertaining to their service under the Government, such as transfers, promotions, or disciplinary actions.

40. (D) Marrying a person with a living spouse without permission
Rule 21 of the Central Civil Services (Conduct) Rules, 1964 regulates marriage. It explicitly prohibits a Government servant from contracting a marriage with a person having a living spouse, or entering into bigamy, unless express permission is granted by the Government on grounds that such marriage is permissible under personal law and valid reasons exist.

41. (A) I, II and IV only
Rule 22 of the Central Civil Services (Conduct) Rules, 1964 governs consumption of intoxicating drinks and drugs. It mandates strict adherence to local prohibition laws, bars appearance in public places in an intoxicated state, and prohibits consuming alcohol in public spaces or while on duty under any circumstances, including during official functions or meetings.

42. (C) Vishaka Guidelines by the Supreme Court of India
Rule 3C of the Central Civil Services (Conduct) Rules, 1964 was framed in response to the landmark Supreme Court judgment in Vishaka v. State of Rajasthan (1997). The ruling laid down statutory guidelines prohibiting sexual harassment at workplaces, which were subsequently incorporated into conduct rules and codified under workplace protection legislation.

43. (D) The Internal Complaints Committee (ICC) of the workplace
Under Rule 3C of the Central Civil Services (Conduct) Rules, read with the Sexual Harassment of Women at Workplace Act, 2013, every workplace must constitute an Internal Complaints Committee (ICC). The ICC is legally mandated to receive and formally inquire into all allegations of sexual harassment submitted by female employees.

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44. (B) 14 years
Rule 22A of the Central Civil Services (Conduct) Rules, 1964 prohibits child labor by civil servants. It explicitly states that no Government servant shall employ to work any child below the age of fourteen years. Engaging children below fourteen years as domestic help constitutes a punishable offence and major administrative misconduct.

45. (B) Forthwith report the full facts to the Government
Rule 17 of the Central Civil Services (Conduct) Rules, 1964 requires a Government servant to maintain financial solvency. If an employee becomes involved in legal proceedings for insolvency, whether voluntarily or involuntarily, they are statutory bound to forthwith report the full facts of the legal proceedings to the prescribed government authority.

46. (C) A is true but R is false
Rule 13 of the Central Civil Services (Conduct) Rules, 1964 regulates gifts but does not impose a total ban under all circumstances. Gifts from foreign dignitaries on official trips are permissible subject to FCRA rules and Toshakhana deposit norms. Hence, the assertion is correct, whereas the claim of a total gift ban is false.

47. (A) An association of residents in their locality for cultural and sports activities
Rule 6 read with Rule 15 of the Central Civil Services (Conduct) Rules, 1964 permits Government servants to join local resident welfare associations or bodies promoting purely social, cultural, or sports activities without prior sanction, provided that such participation does not interfere with official duties or violate political neutrality guidelines.

48. (C) No, prior sanction is not required, but an intimation to the prescribed authority must be given
Rule 19(2) of the Central Civil Services (Conduct) Rules, 1964 clarifies that prior Government sanction is required only when vindicating official acts subjected to public criticism. When a Government servant seeks to vindicate their private character or personal acts in court, prior sanction is not required, but written intimation must be submitted to the authority.

49. (D) Strictly prohibited under Conduct Rules
Rule 11 of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits any Government servant from quoting, copying, or communicating official documents or records to unauthorized persons. Disclosing official files, whether directly, indirectly, anonymously, or through excerpts, without official authorization constitutes unauthorized communication and serious administrative misconduct under service rules.

50. (B) II and IV only
The Central Civil Services (Conduct) Rules, 1964 apply fully to probationers appointed to civil posts. Any violation of these rules by a probationer can result in disciplinary action or termination of service under probation provisions. Additionally, probationers are legally required to submit Annual Property Returns in the same manner as regular confirmed employees.

51. (B) Applying for a passport is permissible, though foreign hospitality remains regulated
Applying for a personal passport or traveling abroad on private vacation is permissible for Government servants, provided requisite leave and ex-India permission are obtained. While obtaining a passport is allowed, conduct rules separately regulate the acceptance of foreign hospitality, funding, or awards during visits abroad to ensure compliance with integrity standards.

52. (D) Cannot contest elections to any local authority or legislative body
Rule 5(4) of the Central Civil Services (Conduct) Rules, 1964 explicitly bars Government servants from canvassing or contesting elections to any legislative body, Parliament, or local authority, such as municipal corporations or village panchayats. Taking leave or contesting in a non-partisan capacity does not grant exemption from this statutory restriction on political activity.

53. (A) A Principal can freely authorize students to collect funds for a local NGO without higher approval.
Rule 12 of the Central Civil Services (Conduct) Rules, 1964 mandates previous sanction before asking for or accepting subscriptions or associating with fund collection. Institutional heads cannot independently authorize public fund collections for non-governmental organizations without prior approval from higher authorities, making such unauthorized collections a direct violation of conduct provisions.

54. (A) Only if the lease period exceeds one year
Under Rule 18 of the Central Civil Services (Conduct) Rules, 1964, acquiring immovable property includes taking property on lease. However, short-term residential or commercial leases for periods not exceeding one year are exempt from reporting requirements. Reporting to the prescribed authority is required only if the lease duration exceeds one year.

55. (A) Continue to apply in full force to the suspended employee
Suspension does not sever the master-servant relationship between the Government and the employee. A suspended Government servant continues to remain a member of the civil service and receives subsistence allowance; therefore, all provisions of the Central Civil Services (Conduct) Rules, 1964 continue to apply in full force throughout the suspension period.

56. (D) Repeated inability to discharge debts, resulting in legal recovery proceedings
Rule 17 of the Central Civil Services (Conduct) Rules, 1964 mandates that Government servants manage their private financial affairs to avoid insolvency or habitual indebtedness. Habitual indebtedness refers to persistent financial distress and chronic failure to repay outstanding liabilities, especially when financial debts lead to legal attachments or court recovery proceedings.

57. (C) Rule 15
Rule 15 of the Central Civil Services (Conduct) Rules, 1964 contains specific regulatory provisions prohibiting Government servants from engaging in private trade, commercial business, or holding non-official elective offices,

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unless prior administrative sanction is explicitly granted by the competent government authority, ensuring that public servants devote undivided attention to official duties.

58. (B) Rule 11 (Unauthorized communication of information)
Leaking confidential examination papers or blueprints to unauthorized entities directly violates Rule 11 of the Central Civil Services (Conduct) Rules, 1964. This rule explicitly prohibits disclosing official documents or administrative secrets to any person not authorized to receive them, ensuring strict confidentiality and integrity in all official public administrative operations.

59. (D) No, though the employee must report if unable to prevent subversive activities.
Under the Central Civil Services (Conduct) Rules, 1964, family members retain personal constitutional rights, and an employee is not automatically penalised for a spouse's lawful political activities. However, under Rule 5(2), if a family member engages in subversive activities, the employee must endeavor to prevent it or submit a report to Government.

60. (A) Absolute financial honesty and incorruptibility
Rule 3(1)(i) of the Central Civil Services (Conduct) Rules, 1964 requires every Government servant to maintain absolute integrity at all times. In civil service jurisprudence, integrity signifies absolute financial honesty, incorruptibility, freedom from corrupt practices, and unblemished moral uprightness across all official public duties, financial transactions, administrative decisions, and actions.

61. (A) Both A and R are true and R is the correct explanation of A
Under Rule 8 and Rule 9 of the Central Civil Services (Conduct) Rules, 1964, Government servants are barred from participating in media broadcasts or television debates that involve politically sensitive or controversial topics without prior sanction. This prevents public criticism of government policies, making both statements factually accurate and logically aligned.

62. (B) Attending a peaceful meeting outside office hours without work disruption
Rule 7 of the Central Civil Services (Conduct) Rules, 1964 prohibits demonstrations that are prejudicial to public order or sovereignty, as well as all forms of strikes. However, attending a peaceful meeting held outside working hours and beyond workplace premises, without disrupting official duties or public work, does not constitute a strike or illegal demonstration.

63. (A) Prior sanction of the prescribed authority
Rule 18(3) of the Central Civil Services (Conduct) Rules, 1964 provides that prior sanction of the prescribed authority must be obtained for any transaction in movable property if the transaction is conducted with a person having official dealings with the Government servant, regardless of whether it involves a purchase, sale, or lease.

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64. (B) Rule 17 (Insolvency and Habitual Indebtedness)
Rule 17 of the Central Civil Services (Conduct) Rules, 1964 mandates that Government servants manage their private financial affairs so as to avoid habitual indebtedness or insolvency. Defaulting persistently on local payments and causing creditors to frequent the office premises reflects habitual indebtedness and financial embarrassment, directly violating Rule 17 regulations.

65. (A) I and II only
Rule 21 of the Central Civil Services (Conduct) Rules, 1964 prohibits a Government servant having a living spouse from contracting another marriage. However, the Government may permit bigamous marriage if it is permissible under personal laws applicable to both parties and sufficient administrative or personal grounds exist for granting such an exemption.

66. (C) A violation of Rule 7 regarding strikes
Rule 7 of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits Government servants from engaging in strikes, sit-in protests, or pen-down demonstrations during working hours within office premises. Being a member or representative of a Joint Consultative Machinery union does not grant immunity or permission to participate in work-disruptive protests.

67. (B) Performing duties diligently while avoiding gross negligence
Rule 3(1)(ii) of the Central Civil Services (Conduct) Rules, 1964 requires every Government servant to maintain devotion to duty. Judicial and administrative tribunals have interpreted devotion to duty as performing assigned official responsibilities diligently, conscientiously, and efficiently, while avoiding gross negligence, willful dereliction of duties, or persistent lack of care.

68. (D) Yes, requiring prior sanction under Rule 15
Rule 15 of the Central Civil Services (Conduct) Rules, 1964 permits a Government servant to undertake part-time academic work, such as examinership or valuation for a recognized university, provided that prior administrative sanction is obtained from the competent authority and the work does not interfere with the performance of official duties.

69. (A) Both A and R are true and R is the correct explanation of A
Departmental disciplinary proceedings and criminal prosecutions serve distinct legal purposes and operate under different standards of proof. Departmental proceedings evaluate misconduct based on the preponderance of probability, whereas criminal trials require proof beyond reasonable doubt. Consequently, disciplinary action under conduct rules can proceed independently of criminal prosecution, validating both statements.

70. (C) Avoid lavish or frequent hospitality from entities with official dealings
Rule 13 of the Central Civil Services (Conduct) Rules, 1964 explicitly restricts Government servants from accepting lavish or frequent hospitality, free accommodation, or financial favors from commercial firms, organizations, or individuals with whom they have official dealings. This regulation prevents potential conflicts of interest and preserves administrative impartiality and public integrity.

71. (A) Permissible without prior sanction, subject to intimation and duty non-interference
Under Rule 15 of the Central Civil Services (Conduct) Rules, 1964, holding an honorary office in a body promoting social, cultural, or community welfare, such as a Resident Welfare Association, does not require prior sanction. The employee must, however, intimate the Government and ensure that involvement does not interfere with official duties.

72. (D) Refusal of overtime due to a medical emergency
Rule 7 of the Central Civil Services (Conduct) Rules, 1964 defines a strike as concerted work stoppage, mass casual leave, or deliberate organized refusal to work. Refusing overtime duty due to a genuine, personal medical emergency is a legitimate personal contingency and does not constitute a concerted organizational strike or misconduct.

73. (B) II only
Under Rule 13 of the Central Civil Services (Conduct) Rules, 1964 and associated foreign gift acceptance guidelines, gifts received from foreign dignitaries must be reported. If the estimated valuation exceeds prescribed government monetary thresholds, the gift must be surrendered to the Toshakhana, ensuring transparency and preventing improper personal financial enrichment.

74. (D) I, II, III and IV
Rule 3C of the Central Civil Services (Conduct) Rules, 1964 comprehensively defines sexual harassment at the workplace. The definition explicitly encompasses physical contact and advances, demands or requests for sexual favours, making sexually coloured remarks, showing pornography, and any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

75. (D) No, borrowing from banks in normal transactions requires no prior sanction
Rule 16(4) of the Central Civil Services (Conduct) Rules, 1964 regulates financial borrowing. It explicitly provides that obtaining personal, home, or vehicle loans from recognized commercial banks or financial institutions in the ordinary course of business does not constitute restricted borrowing and does not require prior administrative sanction from the Government.

76. (A) Both A and R are true and R is the correct explanation of A
Rule 11 of the Central Civil Services (Conduct) Rules, 1964 prohibits unauthorized disclosure of official information, but this restriction operates subject to the Right to Information Act, 2005. Section 22 of the RTI Act gives it overriding effect over conflicting laws, validating both

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statements as accurate and logically explanatory of each other.

77. (B) Rule 18 - Prior sanction for all movable transactions
Rule 18 of the Central Civil Services (Conduct) Rules, 1964 does not require prior sanction for all movable property transactions. Prior sanction is required only if the transaction involves a person having official dealings. For other transactions exceeding two months' basic pay, submitting an intimation within one month is sufficient.

78. (C) Rule 20 regarding canvassing outside influence
Approaching Members of Parliament or other political dignitaries to solicit recommendations or exert pressure for service matters, such as transfers or postings, directly violates Rule 20 of the Central Civil Services (Conduct) Rules, 1964, which strictly prohibits bringing political or outside influence to bear on higher official departmental administrative decisions.

79. (B) I and III only
Under the Central Civil Services (Conduct) Rules, 1964, "members of family" includes dependent children, stepchildren, or relatives residing with and dependent on the employee. It excludes blood relations who are financially independent, as well as spouses who are legally separated by decree or order of a competent judicial court of law.

80. (C) Intimation to the prescribed authority within one month is sufficient
Rule 18(3) of the Central Civil Services (Conduct) Rules, 1964 requires that any movable property transaction exceeding two months' basic pay must be reported to the prescribed authority within one month. If the transaction is conducted with a regular commercial dealer without official dealings, prior sanction is not required, making intimation sufficient.

81. (D) An authority appointed by Government or Legislature
Rule 10(3) of the Central Civil Services (Conduct) Rules, 1964 provides that prior Government sanction is not required for giving evidence before an authority or commission appointed by the Central Government, a State Government, Parliament, or a State Legislature, as testifying before officially constituted public bodies is exempt from general restrictions.

82. (C) Pen-down strike at the workplace
Rule 7 of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits Government servants from resorting to or participating in any form of strike. A pen-down strike at the workplace represents a concerted refusal to perform assigned official work during duty hours, constituting major administrative misconduct under civil service conduct rules.

83. (B) Act according to prescribed monetary gift limits
Under Rule 13 of the Central Civil Services (Conduct) Rules, 1964, mementos, silver plaques, or gifts accepted at public or cultural functions organized by non-governmental bodies are regulated by monetary thresholds. The recipient must report or seek sanction if the value of the gift exceeds the limits prescribed for their cadre group.

84. (B) II and III only
Rule 3C of the Central Civil Services (Conduct) Rules, 1964 obligates every workplace head to prevent sexual harassment and aligns with the Sexual Harassment of Women at Workplace Act, 2013. The rule protects all working women in government offices from sexual harassment, regardless of whether the alleged harasser is a superior, peer, or subordinate.

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85. (A) Disciplinary action under CCS (CCA) Rules
Violating any provision of the Central Civil Services (Conduct) Rules, 1964, such as failing to maintain devotion to duty, constitutes administrative misconduct. Such violations attract formal departmental disciplinary proceedings under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, following due statutory procedures for imposing minor or major penalties.

86. (C) No, they can form Service Associations, not Trade Unions
Central Government employees governed by the Central Civil Services (Conduct) Rules, 1964 are not permitted to form or join industrial Trade Unions under trade union legislation. Instead, civil servants are permitted to form, join, and participate in recognized Service Associations

subject to the Central Civil Services (Recognition of Service Associations) Rules.

87. (A) Strictly prohibited while on duty
Rule 22(a) of the Central Civil Services (Conduct) Rules, 1964 strictly prohibits a Government servant from consuming any intoxicating drink or drug while on duty. Being under the influence of alcohol or drugs during official duty hours undermines public service integrity and performance, constituting serious administrative misconduct under service rules.

88. (D) Carry out the order while formally registering protest
Administrative discipline mandates that official orders issued by superior authorities must be carried out by subordinates. If a subordinate believes a written order violates administrative guidelines or rules, the proper procedure is to execute the directive while formally registering written objections or protest through official administrative channels to maintain administrative hierarchy.

89. (B) No, annual returns apply to immovable property only
Rule 18(1) of the Central Civil Services (Conduct) Rules, 1964 requires regular annual property returns strictly for immovable property assets. Movable property transactions do not require annual periodic returns; instead, they require prior sanction or intimation on a transaction-by-transaction basis whenever individual transaction values exceed two months' basic pay thresholds.

90. (C) The President of India through DoPT
Rule 25 of the Central Civil Services (Conduct) Rules, 1964 provides that if any question arises relating to the interpretation of these rules, it shall be referred to the Central Government. The President of India, acting through the Department of Personnel and Training (DoPT), holds final authority on their interpretation.

91. (D) A is false but R is true
Rule 15 of the Central Civil Services (Conduct) Rules, 1964 regulates holding elective offices in sports bodies or organizations, requiring prior sanction for elective posts. However, participating in sports activities without holding elective administrative office is permissible. Therefore, the assertion claiming a complete ban is false, whereas the reason explaining Rule 15 is true.

92. (A) Prior sanction is not required for guardianship
Under administrative instructions issued under the Central Civil Services (Conduct) Rules, 1964, a Government servant who acts as a legal guardian of a relative, such as an orphaned niece or nephew, and manages their property in a personal family capacity is exempt from obtaining prior Government sanction for assuming such legal guardianship.

93. (B) I, II and III only
Rule 21 of the Central Civil Services (Conduct) Rules, 1964 prohibits bigamy by Government servants or marrying a person with a living spouse. Exemptions can be granted only if permitted under applicable personal laws of both parties and supported by valid reasons. Written consent from a spouse cannot override statutory provisions or personal law restrictions.

94. (B) Rule 18 and Rule 3 (Integrity)
Acting as a benami holder in property transactions hides true ownership and assists illegal financial practices. Under the Central Civil Services (Conduct) Rules, 1964, such an act directly violates Rule 3(1)(i) requiring absolute integrity, as well as Rule 18 governing property disclosures and declaration of real financial interests in immovable properties.

95. (A) Prohibited under Rule 7 as a strike
Rule 7 of the Central Civil Services (Conduct) Rules, 1964 prohibits Government servants from participating in strikes, bandhs, or work shutdowns. Participating in a public bandh or general strike that results in absence from duty or disruption of official administrative work constitutes unauthorized absence and a direct breach of service discipline rules.

96. (C) Acts contrary to honesty or good morals
In civil service jurisprudence and administrative conduct enforcement, "moral turpitude" refers to conduct that inherently vilifies accepted moral standards, honesty, or justice. It involves acts contrary to honesty, modesty, or good morals, including offenses involving fraud, theft, corruption, or sexual misconduct, which reflect gravely upon the employee's personal integrity and character.

97. (D) Prior sanction is required under Rule 15
Rule 15 of the Central Civil Services (Conduct) Rules, 1964 governs authoring textbooks and

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accepting royalties. While publishing purely literary or scientific books is permitted, writing textbooks for commercial publishers for remuneration or royalty requires prior Government sanction to prevent commercial exploitation of official position and ensure official duty compliance.

98. (A) Both A and R are true and R is the correct explanation of A
Under Rule 5 of the Central Civil Services (Conduct) Rules, 1964, executive orders have specified certain organizations as having political or sectarian objectives. Government servants are prohibited from becoming members of or participating in activities organized by such entities, making participation subject to disciplinary action and rendering both statements factually accurate.

99. (B) To ensure absolute integrity, devotion to duty, and proper conduct
The fundamental goal of the Central Civil Services (Conduct) Rules, 1964 is to establish a code of behavior for public servants. The rules aim to ensure absolute integrity, devotion to duty, political neutrality, administrative efficiency, and proper conduct, thereby maintaining public trust and ethical standards across all government departments and ministries.

100. (D) The CCS (CCA) Rules, 1965
While the Central Civil Services (Conduct) Rules, 1964 define code of conduct and acts of misconduct, the statutory procedure for initiating disciplinary inquiry, issuing charge sheets, conducting hearings, and imposing minor or major penalties for misconduct is derived exclusively from the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

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CHAPTER 05

Fundamental and Supplementary Rules (FR & SR)

1. The Fundamental Rules (FR) and Supplementary Rules (SR) were originally framed under which of the following statutory provisions?
(A) Section 241(2)(b) of the Government of India Act, 1935
(B) Section 96-B of the Government of India Act, 1919
(C) Article 309 of the Constitution of India
(D) The Civil Services (Classification, Control and Appeal) Rules, 1930

2. Under FR 9, which of the following terms is defined as the strength of a service or a part of a service sanctioned as a separate unit?
(A) Post
(B) Establishment
(C) Grade
(D) Cadre

3. Which of the following statements correctly differentiates between 'Fee' and 'Honorarium' as defined under the Fundamental Rules?
(A) Fee is received by a government servant from a source other than the Consolidated Fund of India, whereas Honorarium is a recurring or non-recurring payment granted from the Consolidated Fund of India as remuneration for special work.
(B) Fee is paid from the Consolidated Fund of India, whereas Honorarium is paid from non-government sources.
(C) Both Fee and Honorarium are paid from the Consolidated Fund of India, but Honorarium is strictly for academic contributions.
(D) Fee requires the sanction of the President, whereas Honorarium can be sanctioned by the Drawing and Disbursing Officer.

4. According to FR 9(21)(a), which of the following components does NOT fall under the definition of 'Pay'?
(A) The amount drawn monthly by a Government servant as the pay which has been sanctioned for a post held by him substantively.
(B) Overseas pay, special pay and personal pay.
(C) Compensatory (City) Allowance and House Rent Allowance.
(D) Any other emoluments which may be specially classed as pay by the President.

5. Identify the incorrect pair regarding the concepts defined under the Fundamental Rules:
(A) Foreign Service - Service in which a Government servant receives his pay from the Consolidated Fund of a State.
(B) Lien - The title of a Government servant to hold a regular post on which he has been confirmed.
(C) Substantive Pay - The pay other than special pay, personal pay or emoluments classed as pay.
(D) Personal Pay - Additional pay granted to save a Government servant from a loss of substantive pay due to a revision of pay or reduction of post.

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6. Under FR 22(I)(a)(1), when a Government servant is promoted or appointed to another post carrying duties and responsibilities of greater importance, his initial pay in the time-scale of the higher post is fixed at the stage next above the notional pay arrived at by:
(A) Adding two increments in the lower post and placing it at the corresponding stage in the higher post.
(B) Granting an advance increment in the higher scale immediately upon joining.
(C) Adding 10% of the basic pay of the lower post to the minimum of the higher post.
(D) Increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued.

7. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R):
Assertion (A): A Government servant promoted to a higher post can opt to have his pay fixed from the date of his next increment in the lower

post.
Reason (R): FR 22(I)(a)(1) mandates that pay fixation on promotion must always result in immediate financial benefit from the date of assumption of charge without any option for deferment.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

8. In the context of pay fixation on reversion to a lower post under FR 22-B, which of the following statements is most appropriate?
(A) The pay in the lower post must be fixed strictly at the minimum stage of the time-scale of the lower post.
(B) The service rendered in the higher post will not count for the purpose of granting increments in the lower post.
(C) The pay will be fixed at the stage he would have reached had he not been appointed to the higher post.
(D) The Government servant will continue to draw the pay last drawn in the higher post in the form of personal pay.

9. Stepping up of pay is an administrative mechanism designed to address which of the following specific anomalies?
(A) When a senior employee's basic pay inadvertently falls below the minimum stage of the pay band in a newly revised pay scale.
(B) When a senior promoted employee draws less pay than a directly recruited junior appointed subsequently to the exact same cadre.
(C) When a Government servant on foreign service or deputation receives less pay than the substantive pay in his parent cadre.
(D) When a senior promoted employee draws less pay than a junior promoted later to the same cadre due to pay fixation rules.

10. Under FR 26, which of the following periods of leave does NOT count for increments in a time-scale of pay?
(A) Extraordinary Leave taken without a medical certificate, unless otherwise ordered.
(B) Earned Leave sanctioned and availed by the official during regular service.
(C) Half Pay Leave granted to the official on medical grounds or private affairs.
(D) Commuted Leave granted to the official against double the half pay leave due.

11. A Post-Graduate Teacher (PGT) under the Directorate of Education, GNCTD, is transferred from a school in Rohini to a school in Vasant Kunj. The distance between the two schools is 28 kilometres. There is no change of residence involved for the teacher. What is the maximum joining time admissible to the teacher?
(A) 10 days
(B) 1 day
(C) 12 days
(D) No joining time is admissible; the teacher must join on the same day.

12. Consider the following statements regarding the admissibility of Joining Time on first appointment:
I. Joining time is admissible to persons appointed directly to Government service through open competition.
II. Joining time is not admissible to a temporary employee discharged due to reduction in establishment and subsequently re-employed.
III. An employee from a State Government appointed to a Central Government post is eligible for joining time.
Which of the statements given above is/are correct?
(A) I and II only
(B) III only
(C) II and III only
(D) I and III only

13. According to the CCS (Joining Time) Rules, 1979, what is the maximum joining time admissible for a transfer involving a change of residence where the distance is more than 1,000 kilometres but less than 2,000 kilometres?
(A) 10 days
(B) 12 days
(C) 15 days
(D) 20 days

14. What happens to the unavailed portion of joining time when a Government servant joins the new post without availing the full joining time admissible to him?
(A) It lapses automatically at the end of the transfer process and cannot be claimed subsequently.
(B) It is credited directly to his Half Pay Leave

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account as additional unavailed leave period.
(C) It is credited to his Earned Leave account up to the maximum permissible limit.
(D) It can be encashed immediately upon joining the new post along with the transfer allowance.

15. The concept of "Dies non" in government service rules implies:
(A) A period of unauthorized absence which counts as qualifying service for pension but not for regular increments.
(B) A period during which a Government servant is officially deployed on foreign service outside his parent cadre.
(C) A period of suspension where the competent disciplinary authority subsequently exonerates the employee fully.
(D) A period not counting for leave, increment, or pension, without causing a break in service.

16. In which of the following circumstances can a Government servant's lien on a post NOT be terminated, even with his consent?
(A) When he acquires a lien on a permanent post outside the cadre on which he is borne.
(B) When he is appointed to a tenure post.
(C) Before he acquires a lien on another permanent post in regular service.
(D) When he proceeds on an assignment to an international organization on foreign service.

17. The maximum period for which a Central Government employee can be sent on deputation to an ex-cadre post at a time, without requiring the special approval of the Department of Personnel and Training (DoPT), is generally:
(A) 2 years
(B) 3 years
(C) 5 years
(D) 7 years

18. When a Government servant is transferred on Foreign Service, the responsibility for paying the leave salary contribution and pension contribution rests primarily with:
(A) The parent department of the Government servant.
(B) The Government servant himself, deducted directly from his basic pay.
(C) The Accountant General of the parent state.
(D) The foreign employer to whom the Government servant is transferred.

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19. Under the CCS (Leave) Rules, 1972, Earned Leave is credited to the leave account of a government servant in two instalments every year on:
(A) 1st April and 1st October
(B) 1st January and 1st July
(C) 1st June and 1st December
(D) 1st March and 1st September

20. Which of the following principles is explicitly laid down in Rule 7 of the CCS (Leave) Rules, 1972?
(A) Leave can be claimed as a matter of right by any Government servant during normal service conditions.
(B) The leave sanctioning authority cannot alter the kind of leave due and applied for under any circumstances.
(C) Leave cannot be claimed as of right, and may be refused or revoked in public interest.
(D) Leave applied on medical grounds by a Government servant cannot be refused under any circumstances.

21. A Principal of a Government school under DoE, GNCTD, accumulates 315 days of Earned Leave by the end of his service. Under the current rules, what is the maximum number of days for which he can be granted leave encashment upon superannuation?
(A) 240 days
(B) 300 days
(C) 315 days
(D) 300 days of Earned Leave plus 15 days of Half Pay Leave

22. What is the quantum of Half Pay Leave credited in advance to a Government servant's leave account on the 1st of January and 1st of July each year?
(A) 5 days each half-year
(B) 10 days each half-year
(C) 15 days each half-year
(D) 20 days each half-year

23. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R):
Assertion (A): Commuted leave up to a maximum of 90 days can be granted to a female Government servant during her entire service without production of a medical certificate.
Reason (R): Commuted leave not exceeding 90 days is admissible without medical certificate in continuation of maternity leave.

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

24. For an employee suffering from Tuberculosis, Leprosy, Cancer, or Mental Illness, what is the maximum period of Extraordinary Leave (EOL) that can be granted with a medical certificate, provided the employee has put in a minimum of one year's continuous service?
(A) 12 months
(B) 18 months
(C) 24 months
(D) 36 months

25. Under the CCS (Leave) Rules, Maternity Leave to a female Government servant with less than two surviving children is granted for a maximum period of:
(A) 135 days
(B) 180 days
(C) 240 days
(D) 365 days

26. In the event of a miscarriage or abortion (including medical termination of pregnancy), the maximum maternity leave admissible to a female Government servant in her entire service is:
(A) 30 days
(B) 45 days
(C) 60 days
(D) 90 days

27. Consider the following statements regarding Paternity Leave:
I. It is admissible to a male Government servant with less than two surviving children.
II. It is granted for a period of 15 days.
III. It can be availed up to six months from the date of delivery of the child.
IV. If not availed within the stipulated period, it can be credited to the Earned Leave account.
Which of the statements given above are correct?
(A) II, III and IV only
(B) I, II and III only
(C) I and II only
(D) I, II, III and IV

28. Which of the following is the maximum limit for Child Care Leave (CCL) that can be granted to a female Government servant during her entire service?
(A) 365 days
(B) 500 days
(C) 730 days
(D) 1095 days

29. A Vice-Principal applies for Child Care Leave (CCL) for a period of 4 days to attend to the illness of her 16-year-old child. As the Head of the Institution, the Principal processes the application. Based on current rules, which of the following is the correct administrative action?
(A) Reject the leave as CCL cannot be granted for a spell of less than 5 days.
(B) Sanction the leave as CCL is permissible for illness of a child up to 18 years of age.
(C) Convert the leave into Maternity Leave as CCL is a subset of Maternity Leave.
(D) Forward the application to the Zonal Education Officer, as Principals cannot sanction CCL.

30. During the second spell of 365 days of Child Care Leave (CCL), the leave salary admissible to the Government servant is:
(A) 100% of the pay drawn immediately before proceeding on leave.
(B) 80% of the pay drawn immediately before proceeding on leave.
(C) Equal to the Half Pay Leave salary.
(D) Nil, as it is treated as Extraordinary Leave.

31. What is the maximum duration of Study Leave that can normally be granted to a Government servant (other than CHS officers) during his/her entire service?
(A) 12 months
(B) 24 months
(C) 36 months
(D) 48 months

32. Which of the following leaves cannot be combined with any other kind of regular leave under normal circumstances?
(A) Earned Leave
(B) Half Pay Leave
(C) Casual Leave
(D) Maternity Leave

33. Under the provisions for Leave Travel Concession (LTC), a Government servant is permitted to encash Earned Leave up to a maximum of 10 days on one occasion. What is the maximum

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number of days of Earned Leave that can be encashed for LTC during the entire career?
(A) 30 days
(B) 45 days
(C) 60 days
(D) 90 days

34. What is the absolute maximum period of continuous leave of any kind, or in combination, that can be granted to a Government servant, beyond which he/she shall be deemed to have resigned from the service (unless the President decides otherwise)?
(A) 2 years
(B) 3 years
(C) 5 years
(D) 7 years

35. Consider the following statements regarding the prefixing and suffixing of holidays to leave:
I. Holidays can be either prefixed or suffixed to leave, but not both simultaneously.
II. A holiday falling within the period of regular leave is counted as part of the leave.
III. Compensatory leave cannot be prefixed or suffixed to regular leave.
Which of the statements given above is/are correct?
(A) II only
(B) I and II only
(C) II and III only
(D) III only

36. Identify the correct sequential order of steps followed when an employee applies for Study Leave for a course abroad:
I. Executing a bond to serve the Government for a stipulated period after return.
II. Forwarding the application with the certificate that the course is of definite advantage to Government.
III. Obtaining the prior approval of the competent authority/Ministry.
IV. Submission of application by the employee specifying the course details.
(A) IV, II, III, I
(B) IV, III, I, II
(C) II, IV, I, III
(D) I, IV, II, III

37. Which of the following pairs is correctly matched regarding the leave encashment rules upon superannuation?
(A) Maximum encashment of EL - 300 days
(B) Deduction of pension from leave salary - Mandatory for all employees
(C) Encashment of HPL - Always allowed at 100% of basic pay
(D) DA on leave encashment - Not admissible

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38. Compensatory Off (Compensatory Leave) granted in lieu of duty performed on Sundays or closed holidays must ideally be availed within what period from the date of the duty performed?
(A) One month
(B) Three months
(C) Six months
(D) One year

39. Under FR 53, what is the initial rate of subsistence allowance granted to a Government servant placed under suspension?
(A) Amount equal to the leave salary on Half Pay Leave.
(B) 75% of the basic pay last drawn.
(C) 50% of the basic pay plus full Dearness Allowance on the 50% basic pay.
(D) Amount equal to the minimum of the pay band.

40. The competent authority may review and increase or decrease the subsistence allowance of a suspended Government servant after a period of:
(A) 30 days
(B) 60 days
(C) 90 days
(D) 180 days

41. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R):
Assertion (A): Subscriptions to the General Provident Fund (GPF) are mandatorily recovered from the subsistence allowance paid to a suspended Government servant.
Reason (R): A suspended Government servant remains an employee and is subject to all statutory provident fund rules to ensure post-retirement security.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

42. Which of the following deductions is OPTIONAL (made only with the written consent of the

Government servant) from the subsistence allowance?
(A) Postal Life Insurance (PLI) premium
(B) Income tax liabilities
(C) House Rent for Government accommodation
(D) CGHS subscription charges

43. Under FR 56(a), a Government servant generally retires from service on the afternoon of the last day of the month in which he attains the age of 60 years. However, if a Government servant's date of birth is the 1st of August, on which date will he retire?
(A) 1st of August
(B) 31st of August
(C) 31st of July
(D) 30th of July

44. Under Rule 48-A of the CCS (Pension) Rules, read with FR 56, a Government servant can seek Voluntary Retirement after completing how many years of qualifying service?
(A) 15 years
(B) 20 years
(C) 25 years
(D) 30 years

45. A senior teacher has given three months' notice for voluntary retirement under the applicable rules. Before the expiry of the notice period, the teacher changes her mind and submits a written request to withdraw the notice. Which of the following statements correctly reflects the rule position on this withdrawal?
(A) The withdrawal requires approval of the appointing authority before the retirement date.
(B) The withdrawal is fully automatic and must be unconditionally accepted by the appointing authority.
(C) A notice for voluntary retirement, once submitted by the employee, can never be withdrawn under any circumstances.
(D) The withdrawal can only be accepted by the competent authority if a substitute has not yet been recruited.

46. Under FR 56(j), the Appropriate Authority has the absolute right to retire a Government servant prematurely in the public interest. What is the minimum notice period (or pay and allowances in lieu thereof) that must be given to the employee?
(A) One month
(B) Two months
(C) Three months
(D) Six months

47. Consider the following conditions regarding premature retirement under FR 56(j):
I. Group A and B officers who entered service before age 35 can be reviewed for premature retirement after attaining age 50.
II. Group C officers can be reviewed for premature retirement after attaining age 55.
III. The review can be conducted at any time after the officer completes 10 years of service, regardless of age.
Which of the statements given above is/are correct?
(A) I only
(B) II and III only
(C) I, II and III
(D) I and II only

48. When a Government servant is re-employed after superannuation, his initial pay on re-employment is generally fixed strictly in accordance with the rules issued by the DoPT. Which of the following principles typically governs this fixation?
(A) Pay is fixed at the maximum of the pay scale of the re-employed post regardless of pension.
(B) Pay is fixed strictly at the minimum of the pay scale, irrespective of the pension drawn by the employee.
(C) Pay is fixed such that pay plus pension does not exceed the maximum of the scale.
(D) Re-employed pensioners are only entitled to a monthly consolidated honorarium, not regular time-scale pay.

49. Consider the following statements regarding House Rent Allowance (HRA) classification and admissibility:
I. Cities are classified as X, Y, and Z for the purpose of HRA.
II. HRA is admissible during the first 180 days of any leave.
III. A Government servant who refuses allotted government accommodation is not entitled to HRA.
IV. HRA is fully admissible during a period of suspension, irrespective of the employee's residence.
Which of the statements given above are correct?
(A) I and III only
(B) I, II and III only

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(C) II, III and IV only
(D) I, II, III and IV

50. Which of the following statements regarding Compensatory (City) Allowance (CCA) is correct following the implementation of the Sixth Central Pay Commission recommendations?
(A) CCA was doubled for all employees residing in Class X cities.
(B) CCA was subsumed under the expanded Dearness Allowance scheme.
(C) CCA was merged directly with the existing Transport Allowance.
(D) CCA was abolished as a separate allowance.

51. A Government servant is transferred from Delhi to Chandigarh. He hands over charge in Delhi but takes leave before joining his post in Chandigarh. During the leave period, at which rate is he entitled to draw House Rent Allowance (HRA)?
(A) At the rate applicable to Delhi.
(B) At the rate applicable to Chandigarh.
(C) He is not entitled to HRA during this transit/leave period.
(D) At a flat rate of 10% of basic pay.

52. If a Government servant's spouse is allotted residential accommodation by the Central Government, State Government, or an Autonomous Public Undertaking at the same station, which of the following rules applies to the Government servant?
(A) He will draw 50% of the normal HRA.
(B) He can draw full HRA provided he signs a declaration that he does not reside in that accommodation.
(C) He is not admissible to draw any HRA.
(D) He will draw HRA at the minimum 'Z' class city rate.

53. A Principal is on long Earned Leave for 120 days. During this period, the Principal continues to reside in a rented house at the place of duty and incurs rent. As per FR/SR provisions, what is the admissibility of HRA during this leave?
(A) HRA is admissible for the entire period of leave without requiring any rent expenditure certificate.
(B) HRA is not admissible after thirty days of leave irrespective of rent expenditure incurred.
(C) HRA is admissible for the first 180 days, provided rent expenditure continues to be incurred.
(D) HRA is paid at a reduced rate of fifty percent of normal entitlement for the entire leave period.

54. Identify the incorrect statement regarding the encashment of Half Pay Leave (HPL) at the time of retirement:
(A) The encashment of HPL is considered only if the accumulated Earned Leave falls short of 300 days.
(B) The total of Earned Leave and HPL encashed cannot exceed 300 days.
(C) Pension and pension equivalent of gratuity are not deducted from the leave salary paid for HPL encashment.
(D) Dearness Allowance is not payable on the leave salary calculated for HPL encashment.

55. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R):
Assertion (A): A Government servant dismissed from service is not entitled to any leave encashment.
Reason (R): Dismissal entails forfeiture of past service and all consequent benefits, including accumulated leave, under the CCS (Pension) Rules and Leave Rules.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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56. What happens to the increment of a Government servant if the date of his normal increment falls during a period of suspension, and the suspension is later held to be wholly unjustified?
(A) The increment is permanently forfeited and cannot be restored under any circumstances.
(B) The increment is deferred to the date of reinstatement without payment of any back arrears.
(C) The increment is granted notionally from the due date with arrears paid upon reinstatement.
(D) The increment is granted only if the disciplinary authority passes a specific order under FR 26.

57. Under the Fundamental Rules, 'Foreign Service' implies service wherein the Government servant:
(A) Is officially posted to an Indian diplomatic

embassy or consulate located outside India.
(B) Is deputed on an advanced training program conducted by a recognized foreign university.
(C) Serves in another State Government department or administrative unit on standard deputation.
(D) Receives pay, with Government sanction, from a source other than the Consolidated Fund.

58. A Government servant applies for Commuted Leave without producing a medical certificate, stating urgent personal work. Can the leave sanctioning authority grant this leave?
(A) No, Commuted Leave can normally be granted only on medical certificate.
(B) Yes, if the employee has no Earned Leave at credit.
(C) Yes, at the discretion of the sanctioning authority.
(D) No, Commuted Leave can only be granted in continuation of Maternity Leave.

59. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R):
Assertion (A): Under FR 15, a Government servant may be transferred to a post carrying less pay than the pay of the permanent post on which he holds a lien.
Reason (R): Such a transfer can only be made on account of inefficiency or misbehavior, or upon his written request.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

60. Which of the following best describes 'Proforma Promotion' under the "Next Below Rule"?
(A) Retrospective promotion granted to an employee following complete exoneration from pending disciplinary proceedings.
(B) Protection of pay and seniority on deputation when an immediate junior in the parent cadre is promoted.
(C) Nominal promotion granted to an employee immediately prior to superannuation to enhance post-retirement pension benefits.
(D) Temporary ad-hoc promotion granted to an official for a short duration not exceeding forty-five consecutive days.

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61. If a Government servant overstays his sanctioned leave without permission, what is the consequence under the rules regarding leave salary?
(A) No leave salary is admissible for overstay, and the period is debited to HPL but treated as EOL for pay.
(B) He remains fully entitled to draw Half Pay Leave salary for the entire duration of the overstayed leave period.
(C) The entire period of unauthorized absence is automatically regularized as Extraordinary Leave without pay by default.
(D) He is entitled to draw normal leave salary for the overstay period but forfeits his next annual increment.

62. Which provision under the Fundamental Rules states that "Unless in any case it be otherwise distinctly provided, the whole time of a Government servant is at the disposal of the Government which pays him"?
(A) FR 9
(B) FR 15
(C) FR 11
(D) FR 56

63. A teacher brings a medical certificate from a Registered Medical Practitioner (RMP) applying for 60 days of sick leave. The Principal, observing a pattern of such applications during exam times, directs the teacher to appear before a Medical Board. Under the CCS (Leave) Rules, does the leave sanctioning authority have the power to do this?
(A) No, a medical certificate issued by a Registered Medical Practitioner is final and binding on the leave authority.
(B) No, the power to refer an employee to a Medical Board vests exclusively with the Director of Education.
(C) Yes, but such a medical reference can only be made if the total medical leave applied for exceeds ninety days.
(D) Yes, the authority may at its discretion secure a second medical opinion by a Government Medical Officer.

64. Identify the incorrect statement concerning 'Leave not due' (LND):
(A) It is granted only on medical certificate.
(B) It is limited to a maximum of 360 days during the entire service.
(C) It can be granted even if the employee is not expected to return to duty.

(D) It is debited against the Half Pay Leave account that the employee may earn subsequently.

65. Consider the following statements regarding the calculation of joining time:
I. Sunday does not count as a day for calculating the joining time.
II. Travel by air reduces the joining time to a maximum of 12 days for distances over 2,000 km.
III. Holidays prefixed or suffixed to joining time are not counted as part of joining time.
Which of the statements given above is/are correct?
(A) I and II only
(B) II and III only
(C) III only
(D) I, II and III

66. Under the CCS (Leave) Rules, which of the following categories of employees is entitled to 20 days of Half Pay Leave for each completed year of service?
(A) Only employees serving in vacation departments
(B) Only employees serving in non-vacation departments
(C) Only Gazetted Group A officers of the Government
(D) Both vacation and non-vacation staff

67. Consider the following statements regarding Earned Leave for staff serving in vacation departments (e.g., Teachers):
I. They are not entitled to any Earned Leave if they avail full vacation.
II. If they are prevented from availing the full vacation, they are credited with Earned Leave in proportion to the unavailed vacation.
III. They receive 10 days of Earned Leave per year in addition to the vacation.
Which of the statements given above is/are correct under the amended rules?
(A) II and III only
(B) I and II only
(C) II only
(D) I, II and III

68. Under FR 22(I)(b), when a Government servant is appointed to a post which does NOT carry duties and responsibilities of greater importance than his previous post, how is his pay fixed?
(A) At the next stage above his notional pay in the lower post after adding one advance increment.
(B) At the minimum stage of the time-scale of the new post irrespective of pay drawn previously.
(C) At the same stage or next higher stage, retaining the previous increment date.
(D) Pay is fixed by adding two regular increments to his basic pay in the newly assigned scale.

69. According to FR/SR provisions, the 'joining time' granted to a Government servant on transfer in the public interest is treated as:
(A) Duty
(B) Earned Leave
(C) Non-qualifying service
(D) Extraordinary Leave

70. What is the rule regarding the date of increment for a person appointed on the 2nd of January in a leap year?
(A) It will fall strictly on 1st January of the following calendar year regardless of service.
(B) It will fall on 1st July of the same calendar year provided six months of service are completed.
(C) On 1st January or 1st July, subject to completing 6 months of qualifying service.
(D) It will fall strictly on 2nd January of the following calendar year upon completing one year.

71. An official retiring on the 31st of December has completed exactly 6 months of service since his last increment drawn on the 1st of July. Will the official be granted the increment due on the 1st of January for the purpose of pension calculation?
(A) No, increments becoming due after the actual date of superannuation are never considered under rules.
(B) Yes, a notional increment is granted for pensionary benefits upon completing 6 months of service.
(C) No, the Government servant must be physically on duty on the 1st day of January to earn the increment.
(D) Yes, but the benefit of the additional increment is limited strictly to leave encashment calculations.

72. Which of the following best defines the term 'Cadre' as per FR 9(4)?

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(A) A group of public servants serving together in the same geographical region.
(B) The aggregate number of permanent and temporary sanctioned posts in a Ministry.
(C) The sanctioned strength of a service or unit as a separate entity.
(D) A designated scale of pay applicable exclusively to Gazetted Group A officers.

73. A teacher seeks voluntary retirement from service (VRS) under FR 56(k). At the time of application, she is under suspension pending major penalty disciplinary proceedings. What is the administrative procedure in this case?
(A) Her notice of voluntary retirement automatically takes effect upon expiry of three months.
(B) She is strictly barred from applying for voluntary retirement under any circumstances while suspended.
(C) Pending disciplinary proceedings against her are automatically quashed once she submits her application.
(D) The appointing authority may withhold permission to retire under these circumstances.

74. Which of the following is an exception to the general rule that no Government servant can be granted leave of any kind for a continuous period exceeding five years?
(A) Leave taken on certified medical grounds for treatment of severe psychiatric illness.
(B) Leave taken for pursuing specialized higher technical education abroad at personal expense.
(C) Leave granted to accompany a spouse posted abroad on a diplomatic assignment.
(D) None of the above; there are absolutely no exceptions permitted to the five-year rule.

75. Identify the correct chronological sequence of steps for fixation of pay under FR 22(I)(a)(1) upon promotion to a higher post:
I. Locate the corresponding stage in the time-scale of the higher post.
II. Determine the existing basic pay of the employee in the lower post.
III. If no exact stage exists in the higher scale, fix the pay at the next higher stage.
IV. Add one notional increment to the existing basic pay in the lower post.
(A) II, IV, I, III
(B) II, I, IV, III
(C) IV, II, I, III
(D) I, II, IV, III

76. In which of the following scenarios is a Government servant NOT entitled to joining time?
(A) Transfer from one station to another in public interest.
(B) Transfer on own request.
(C) Transfer within the same station involving a change of residence.
(D) Surplus staff transferred from one post to another.

77. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R):
Assertion (A): During the period of joining time, a Government servant is entitled to the pay drawn before relinquishing charge in the old post.
Reason (R): Joining time is treated as duty, and the employee is considered to be on transit duty between two stations.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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78. According to the provisions governing Deputation within India, what is the standard rate of Deputation (Duty) Allowance when the transfer is within the same station?
(A) 10% of basic pay, subject to a prescribed maximum limit.
(B) 15% of basic pay.
(C) 5% of basic pay, subject to a prescribed maximum limit.
(D) No allowance is given for deputation within the same station.

79. When an employee on Foreign Service takes leave, the leave salary is paid by:
(A) The Foreign Employer
(B) The Consolidated Fund of the State where the foreign employer is located
(C) A joint corpus fund created by the DoPT
(D) The Parent Government Department from the Consolidated Fund

80. Consider the following statements about Special Disability Leave:
I. It is granted for an injury intentionally

inflicted or caused in, or in consequence of, the due performance of official duties.
II. The maximum period of Special Disability Leave cannot exceed 24 months.
III. Leave salary for the first 120 days is equal to the pay drawn immediately before the leave.
IV. It can be combined with any other kind of leave.

Which of the statements given above are correct?
(A) I, II and III only
(B) I, III and IV only
(C) I, II, III and IV
(D) II, III and IV only

81. Which of the following best defines the term 'Month' under FR 9(18)?
(A) A fixed standard period of thirty days regardless of the actual days in the calendar month.
(B) A calendar month, calculating full months first and adding remaining odd days.
(C) A fixed lunar month cycle consisting of exactly twenty-eight continuous calendar days.
(D) A continuous period stretching from the first day of a month to the first day of the next month.

82. Which of the following categories of leave is NOT debited against the leave account of a Government servant?
(A) Earned Leave
(B) Half Pay Leave
(C) Commuted Leave
(D) Maternity Leave

83. Consider the following statements regarding Extraordinary Leave (EOL):
I. It is granted when no other leave is admissible or when the employee applies in writing for EOL.
II. No leave salary is admissible during EOL.
III. EOL on medical certificate counts for increment.
IV. EOL without medical certificate always counts for pension.

Which of the statements given above are correct?
(A) I, II and III only
(B) I and II only
(C) II, III and IV only
(D) I, III and IV only

84. A Government servant applies for leave on medical grounds. The leave sanctioning authority refuses the leave citing exigencies of public service. Is this action valid under the CCS (Leave) Rules?
(A) Yes, leave cannot be claimed as a matter of right under any circumstances.
(B) Yes, provided the leave refusal is formally approved by the Head of Department.
(C) No, leave on medical certificate cannot ordinarily be refused.
(D) No, medical leave is considered a fundamental right under Article 21 of the Constitution.

85. If a Government servant applies for commutation of Half Pay Leave into Commuted Leave, but subsequently intends to retire from service without returning to duty, what is the consequence?
(A) It is treated as Half Pay Leave, and excess leave salary is recovered.
(B) The commuted leave is automatically converted into Earned Leave at credit.
(C) The commuted leave remains fully valid, but post-retirement pension is reduced.
(D) The entire period of commuted leave is treated as Dies non for all service benefits.

86. Which of the following allowances is categorized as a Compensatory Allowance under FR 9(5)?
(A) Dearness Allowance
(B) Non-Practicing Allowance
(C) Deputation Allowance
(D) Travelling Allowance

87. A Vice-Principal is promoted to the post of Principal on a regular basis. At the time of promotion, she opts to have her pay fixed from the date of her next increment under FR 22(I)(a)(1). During the period between her assumption of charge and the date of her next increment, her pay will be fixed at:
(A) Strictly at the minimum stage of the time-scale of the higher post of Principal.
(B) At a stage equal to her lower pay, or the next higher stage if no equal stage exists.
(C) Her existing pay in the lower post supplemented by a temporary promotion allowance.
(D) The exact same pay drawn in the lower post without granting any interim adjustment.

88. According to the current pay matrix system introduced by the 7th CPC, the annual increment is generally calculated at the rate of:
(A) 2% of basic pay, rounded off to the nearest multiple of 100.

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(B) 3% of basic pay, rounded to the next multiple of 100.
(C) 4% of basic pay, rounded off to the next multiple of 100.
(D) A fixed flat monetary amount specified for each pay band level.

89. Which of the following correctly describes 'Personal Pay' under FR 9(23)?
(A) Pay granted to a Government servant for performing special arduous duties on a temporary basis.
(B) An additional compensatory allowance paid to offset the higher cost of living in metropolitan cities.
(C) The final basic pay drawn by a Government servant immediately prior to superannuation from service.
(D) Pay granted to protect substantive pay loss due to pay revision or post reduction.

90. In the case of a Government servant who is suspended and later reinstated, and the competent authority determines that the suspension was wholly unjustified, the period of suspension shall be treated as:
(A) Duty for all purposes.
(B) Non-qualifying service.
(C) Leave due and admissible.
(D) Extraordinary leave.

91. Given below are two statements, one labelled as Assertion (A) and the other as Reason (R):
Assertion (A): An employee on Study Leave is entitled to draw House Rent Allowance (HRA) for the first 180 days of the leave.
Reason (R): Under HRA rules, HRA is payable during all kinds of leave, including Study Leave, for the first 180 days, provided the employee continues to incur housing expenditure at the headquarters.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

92. Identify the correct match regarding the grant of leave to an employee who is dismissed or removed from service:
(A) Earned Leave - Can be encashed in full up to the maximum limit
(B) Any Leave - Ceases from dismissal/removal date
(C) Half Pay Leave - Can be encashed at fifty percent rate upon dismissal
(D) Commuted Leave - Converts automatically to Extraordinary Leave without pay

93. A female Government servant legally adopts a child below the age of one year. Under the CCS (Leave) Rules, she is entitled to Child Adoption Leave for a maximum period of:
(A) 135 days
(B) 180 days
(C) 90 days
(D) 240 days

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94. What is the limit on the accumulation of Half Pay Leave (HPL) for a Central Government employee during his/her entire service?
(A) Limited to 300 days
(B) Limited to 450 days
(C) Limited to 600 days
(D) No maximum limit

95. A Principal of a school under DoE, GNCTD, proceeds on foreign service to an international educational organization. During this period, the Principal suffers a major health issue and applies for invalid pension. The invalid pension will be governed by the rules of:
(A) The International Organization.
(B) A joint committee of DoE and the International Organization.
(C) Invalid pension is not admissible during foreign service.
(D) The Government of India (parent government).

96. Under the Supplementary Rules (SR), Travelling Allowance (TA) on transfer includes the cost of transportation of personal effects. For an employee in Pay Level 10, what is the maximum weight of personal effects that can normally be transported by goods train/cargo at government expense?
(A) 1,500 kg
(B) 3,000 kg
(C) 6,000 kg
(D) 10,000 kg

97. The competent authority reduces the subsistence allowance of a suspended Government servant by 50% of the initial allowance after 90 days, citing that the delay in the disciplinary proceedings

is directly attributable to the employee. Is this reduction permissible under FR 53?

(A) Yes, the allowance can be reduced by up to fifty percent of the initial sanctioned amount.
(B) No, the reduction cannot exceed 50% of the initial subsistence allowance.
(C) No, subsistence allowance granted to a suspended official can only be increased, never decreased.
(D) Yes, the allowance can be reduced down to zero if the employee delays the inquiry proceedings.

98. Which of the following periods is NOT counted as 'Qualifying Service' for the purpose of pension calculation?

(A) Period of joining time granted on official transfer
(B) Period of pre-appointment training followed by regular service
(C) Period of maternity leave sanctioned under rules
(D) Period of suspension ordered as non-qualifying

99. Under the rules regarding House Rent Allowance (HRA), if a Government servant shares government accommodation allotted rent-free to another Government servant, his entitlement to HRA will be:

(A) Nil.
(B) 50% of the normal rate.
(C) 100% of the normal rate.
(D) Dependent on the approval of the Head of the Department.

100. If an employee resigns from Government service to take up an appointment in another Central Government department, having applied through proper channel, the resignation is treated as a 'technical resignation'. In such a case, what happens to the balance of Earned Leave at his credit?

(A) It lapses automatically.
(B) It is encashed up to a maximum of 300 days.
(C) It is carried forward to the new post.
(D) Half of the leave is carried forward, and the rest lapses.

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ANSWERS

1. (B) Section 96-B of the Government of India Act, 1919
The Fundamental Rules and Supplementary Rules were originally framed by the Secretary of State in Council under the powers conferred by Section 96-B of the Government of India Act, 1919. These rules came into force on January 1, 1922, establishing statutory conditions of service for civil servants across British India, which continue with amendments.

2. (D) Cadre
Under Fundamental Rule 9(4), a cadre is formally defined as the sanctioned strength of a service or a part of a service that is established as an independent, separate administrative unit. It represents the structural backbone of personnel management, governing permanent and temporary positions reserved for a specific service branch or official classification group.

3. (A) Fee is received by a government servant from a source other than the Consolidated Fund of India, whereas Honorarium is a recurring or non-recurring payment granted from the Consolidated Fund of India as remuneration for special work.
Under Fundamental Rule 9, a fee represents remuneration received by a government servant from a source other than the Consolidated Fund of India or a State. Conversely, an honorarium is a payment made directly from the Consolidated Fund as remuneration for special, occasion-based, or intermittent work performed of an exceptional or arduous nature.

4. (C) Compensatory (City) Allowance and House Rent Allowance.
According to Fundamental Rule 9(21)(a), pay includes basic monthly pay sanctioned for a post held substantively or in an officiating capacity, overseas pay, special pay, personal pay, and other emoluments specially classed as pay by the President. Compensatory allowances like House Rent Allowance and Compensatory City Allowance are explicitly excluded from pay definition.

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5. (A) Foreign Service - Service in which a Government servant receives his pay from the Consolidated Fund of a State.
Foreign service is defined under Fundamental Rule 9(7) as service in which a government servant receives pay with official sanction from a source other than the Consolidated Fund of India, a State, or a Union Territory. Receiving salary from a State Consolidated Fund constitutes standard government service rather than foreign service arrangements.

6. (D) Increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued.
Upon promotion or appointment to a higher post involving duties of greater responsibility, pay fixation under Fundamental Rule 22(I)(a)(1) requires adding one notional increment to the basic pay drawn in the lower post. The initial pay in the higher scale is then fixed at the stage next above that calculated figure.

7. (C) A is true but R is false
A government servant promoted to a higher post is provided an administrative option under Fundamental Rule 22(I)(a)(1) to defer pay fixation until the date of their next annual increment in the lower post. Therefore, pay fixation does not mandate immediate calculation on the date of assuming charge, making the reason statement incorrect.

8. (C) The pay will be fixed at the stage he would have reached had he not been appointed to the higher post.
When a government servant is reverted to a lower post after serving in a higher post under Fundamental Rule 22-B, the pay is refixed at the exact stage the official would have attained had they continued continuously in the lower post without being promoted. The period of higher service counts for lower post increments.

9. (D) When a senior promoted employee draws less pay than a junior promoted later to the same cadre due to pay fixation rules.
Stepping up of pay is an administrative remedy created to rectify anomalies where a senior

employee draws less pay than a junior colleague promoted subsequently to the same cadre. This mechanism ensures equity by raising the senior official's pay to match the junior counterpart's pay from the date of the junior's promotion.

10. (A) Extraordinary Leave taken without a medical certificate, unless otherwise ordered.
Under Fundamental Rule 26, extraordinary leave taken without a medical certificate generally does not count as qualifying service for earning annual increments in a time-scale of pay. However, the competent authority may allow such leave to count for increments if satisfied that it was taken due to causes beyond control or higher studies.

11. (B) 1 day
Under Central Civil Services Joining Time Rules, when a transfer takes place between two stations within the same city or where the distance between old and new stations does not exceed thirty kilometers without requiring a change of residence, only one day of joining time is admissible to facilitate the immediate assumption of duty.

12. (B) III only
Joining time is not admissible to persons appointed directly to government service through open competition or to temporary employees discharged on reduction of establishment. However, employees belonging to State Governments who are appointed to Central Government posts on transfer or deputation are entitled to joining time benefits under Central Civil Services Joining Time Rules.

13. (B) 12 days
According to the Central Civil Services Joining Time Rules, 1979, transfers involving a change of residence where the distance between the old and new headquarters exceeds 1,000 kilometers but does not exceed 2,000 kilometers entitle an employee to a maximum joining time of twelve days to handle personal family relocation.

14. (C) It is credited to his Earned Leave account up to the maximum permissible limit.
When a government servant joins a new post before consuming the full admissible joining time on transfer, the unavailed portion of joining time is credited directly to their Earned Leave account. This credit remains subject to the overall statutory maximum limit prescribed for Earned Leave accumulation under service leave rules.

15. (D) A period not counting for leave, increment, or pension, without causing a break in service.
The administrative term dies non denotes a specific period of unauthorized absence or non-work that does not count as qualifying service for leave accumulation, annual pay increments, or pensionary benefits. Crucially, a declaration of dies non does not constitute a break in service, preserving past service continuity for retirement calculations.

16. (C) Before he acquires a lien on another permanent post in regular service.
Under Fundamental Rule 14-A, a government servant's lien on a permanent post cannot be terminated under any circumstances, even with written consent, until the employee officially acquires a substantive lien on another permanent post in regular service. This rule safeguards an employee's constitutional right to job security and continued public employment.

17. (B) 3 years
The standard initial period of deputation or foreign service to an ex-cadre post is three years under established government regulations. Extensions beyond this baseline three-year period require formal administrative justifications and prior approval from the Department of Personnel and Training, up to the maximum permissible tenure limits for external postings.

18. (D) The foreign employer to whom the Government servant is transferred.
During foreign service, the primary legal responsibility for paying leave salary contributions and pension contributions to the parent government lies with the foreign employer. However, if the foreign employer fails to make these required statutory contributions, the government servant must ensure payment directly to preserve accumulated leave and pension benefits.

19. (B) 1st January and 1st July
Under Rule 26 of the Central Civil Services (Leave) Rules, 1972, Earned Leave is credited in advance to the leave account of a government servant in two equal installments of fifteen days each year. These advance credits are made

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systematically on the first day of January and the first day of July.

20. (C) Leave cannot be claimed as of right, and may be refused or revoked in public interest.
Rule 7 of the Central Civil Services (Leave) Rules, 1972 clearly mandates that leave cannot be claimed as a matter of right by any public servant. The competent authority retains full administrative discretion to refuse, alter, or revoke leave applications when exigencies of public service require continuous physical presence on duty.

21. (B) 300 days
Under the Central Civil Services (Leave) Rules, the maximum total limit for encashment of Earned Leave at the time of superannuation or retirement is capped at three hundred days. Any accumulated Earned Leave balance beyond this statutory upper limit of three hundred days automatically lapses and cannot be encashed for financial reimbursement.

22. (B) 10 days each half-year
Under Rule 29 of the Central Civil Services (Leave) Rules, 1972, Half Pay Leave is credited in advance to a government servant's leave account in two equal installments. A credit of ten days is added on the first day of January and another ten days on the first day of July.

23. (D) A is false but R is true
Commuted leave is generally granted only on production of a valid medical certificate. However, an exception permits granting commuted leave up to ninety days without a medical certificate specifically in continuation of maternity leave. Since this provision is restricted to post-maternity leave, asserting unrestricted grant across service is incorrect.

24. (B) 18 months
Under the Central Civil Services (Leave) Rules, a temporary government servant who has completed one year of continuous service can be granted Extraordinary Leave up to eighteen months for undergoing treatment for severe illnesses such as Tuberculosis, Leprosy, Cancer, or Mental Illness, provided a competent medical certificate is duly furnished.

25. (B) 180 days
Under Rule 43 of the Central Civil Services (Leave) Rules, 1972, a female government servant with fewer than two surviving children is entitled to Maternity Leave for a maximum duration of 180 days. This leave is granted during pregnancy, confinement, or recovery without deduction from her regular earned leave accounts.

26. (B) 45 days
Under Rule 43(3) of the Central Civil Services (Leave) Rules, 1972, maternity leave may be granted to a female government servant in cases of miscarriage or abortion, including Medical Termination of Pregnancy. The total quantum of such leave is restricted to a maximum of forty-five days during her entire career.

27. (B) I, II and III only
Paternity leave of fifteen days is admissible to a male government servant with less than two surviving children and must be availed within six months from the child's delivery date. If not utilized within this stipulated six-month window, the leave lapses completely and cannot be credited to the Earned Leave balance.

28. (C) 730 days
Under Rule 43-C of the Central Civil Services (Leave) Rules, 1972, a female government servant and single male government servant may be granted Child Care Leave for a maximum duration of 730 days during their entire service period to rear or look after the needs of up to two surviving children.

29. (A) Reject the leave as CCL cannot be granted for a spell of less than 5 days.
Under current administrative guidelines governing Child Care Leave, CCL cannot be granted for a spell of less than five days at a single stretch. Therefore, an application requesting Child Care Leave for four days must be rejected by the sanctioning authority as it fails to satisfy the mandatory minimum spell condition.

30. (B) 80% of the pay drawn immediately before proceeding on leave.
According to revised rules for Child Care Leave, 100% of the basic pay drawn is paid as leave salary during the first 365 days of CCL. For the subsequent spell of 365 days, the leave salary admissible is reduced to 80% of the pay drawn immediately before proceeding on leave.

31. (B) 24 months
Under the Central Civil Services (Leave) Rules, 1972, the maximum period of Study Leave that

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may be granted to a government servant (other than Central Health Service officers) during their entire service career is normally restricted to twenty-four months, which can be availed in one spell or multiple separate spells.

32. (C) Casual Leave
Casual Leave is technically not recognized as a statutory leave under the Central Civil Services (Leave) Rules, 1972, but as a concession for brief absences from duty. Consequently, Casual Leave cannot be combined with any kind of regular statutory leave, such as Earned Leave, Half Pay Leave, or Maternity Leave.

33. (C) 60 days
Under Leave Travel Concession rules, a government servant is permitted to encash up to ten days of Earned Leave per occasion while availing LTC. The maximum cumulative quantum of Earned Leave that an official can encash for LTC purposes throughout their entire administrative career is capped strictly at sixty days.

34. (C) 5 years
Under Rule 12 of the Central Civil Services (Leave) Rules, 1972, no government servant shall be granted leave of any kind for a continuous period exceeding five years. Unless the President determines otherwise in exceptional circumstances, an official remaining continuously absent beyond five years is deemed to have resigned.

35. (A) II only
Under leave rules, closed public holidays or weekend days that fall within a continuous period of sanctioned regular leave are counted as part of the leave duration itself. Meanwhile, public holidays can be both prefixed and suffixed simultaneously to regular leave, making only the second statement technically accurate under regulations.

36. (A) IV, II, III, I
The procedural sequence for securing Study Leave abroad begins with the employee submitting an application detailing course specifics. The department then forwards it certifying government advantage, after which the competent Ministry grants administrative approval. Finally, the employee executes a formal service bond prior to proceeding on leave to complete requirements.

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37. (A) Maximum encashment of EL - 300 days
At the time of superannuation, government servants are eligible for cash equivalent of accumulated Earned Leave up to a maximum limit of 300 days. Dearness Allowance is fully admissible on leave encashment payments, whereas pension deductions do not apply and HPL encashment follows specific leave salary calculation formulas under statutory rules.

38. (A) One month
Compensatory leave or compensatory off granted to employees in lieu of official duties rendered on Sundays or gazetted public holidays must normally be availed within a period of one month from the date on which such Sunday or holiday duty was actually performed, subject to administrative convenience and approval.

39. (A) Amount equal to the leave salary on Half Pay Leave.
Under Fundamental Rule 53, a government servant placed under suspension is initially entitled to a monthly subsistence allowance equal to the leave salary which the employee would have drawn if on leave on half pay. Appropriate Dearness Allowance based on such half pay leave salary is also admissible to the employee.

40. (C) 90 days
Under Fundamental Rule 53, the competent authority may review the quantum of subsistence allowance granted to a suspended government servant after ninety days. Based on whether the delay in disciplinary proceedings is directly attributable to the employee, the authority can increase or decrease the allowance by up to fifty percent.

41. (D) A is false but R is true
While a suspended government servant remains a government employee subject to service discipline, recovery of General Provident Fund subscriptions from subsistence allowance is strictly prohibited during suspension. Employees may choose optional voluntary deductions, but mandatory GPF deductions cannot be enforced against subsistence allowance, rendering the assertion false and reason true.

42. (A) Postal Life Insurance (PLI) premium
Deductions from subsistence allowance are classified as compulsory or optional. Statutory liabilities like Income Tax, House Rent for government accommodation, and Central Government Health Scheme contributions are compulsory deductions. Premiums for Postal Life Insurance, recovery of private dues, and voluntary savings represent optional deductions requiring written employee consent.

43. (C) 31st of July
Under Fundamental Rule 56(a), a government servant retires on the last day of the month in which attaining sixty years of age. However, if the date of birth falls on the first day of a month, the employee superannuates on the afternoon of the last day of the preceding month.

44. (B) 20 years
Under Rule 48-A of the Central Civil Services (Pension) Rules and Fundamental Rule 56, a government servant who has completed twenty years of qualifying service may seek voluntary retirement from service. The employee must give a formal three months' notice in writing to the competent appointing authority for administrative processing.

45. (A) The withdrawal requires approval of the appointing authority before the retirement date.
A government servant who has submitted a notice seeking voluntary retirement may request withdrawal of such notice before the effective retirement date. However, the withdrawal is not automatic and requires express approval from the appointing authority, which evaluates administrative operational requirements before granting or withholding permission for withdrawal.

46. (C) Three months
Under Fundamental Rule 56(j), the competent authority holds an absolute right to prematurely retire a government servant in the public interest by providing a mandatory notice of at least three months in writing, or by paying three months' pay and allowances in lieu of such notice period to the official.

47. (D) I and II only
Under Fundamental Rule 56(j), the performance of Group A and B officers entering service before age thirty-five is reviewed upon reaching fifty years of age. Group C employees and other cases are reviewed upon reaching fifty-five years. A blanket review based solely on ten years of service without age considerations is inaccurate.

48. (C) Pay is fixed such that pay plus pension does not exceed the maximum of the scale.
When a retired government servant is re-employed in central government service, the initial pay fixation is regulated under DoPT guidelines. Pay is fixed at a stage where the sum total of initial pay and the gross monthly pension drawn does not exceed the maximum of the pay scale of the re-employed post.

49. (B) I, II and III only
Cities are classified into X, Y, and Z categories for HRA calculation. HRA remains admissible during the first 180 days of leave and is denied if official accommodation is refused. However, during suspension, HRA continuation requires meeting specific residence conditions rather than being unconditionally admissible across all circumstances.

50. (D) CCA was abolished as a separate allowance.
Following the implementation of the recommendations of the Sixth Central Pay Commission, Compensatory (City) Allowance was completely abolished as an independent allowance for central government employees. The expenditure burdens previously offset by CCA were absorbed through revised basic pay scales and enhanced rates of Transport Allowance across various stations.

51. (A) At the rate applicable to Delhi.
When a government servant is transferred from one station to another and proceeds on sanctioned leave prior to joining the new post, House Rent Allowance during the leave period is drawn at the rates applicable to the old station from where the employee was transferred, provided accommodation expenses continue.

52. (C) He is not admissible to draw any HRA.
Under House Rent Allowance rules, if a government servant's spouse is allotted residential accommodation at the same station by Central Government, State Government, or Autonomous Public Undertakings, the government servant is ineligible to draw HRA, irrespective of whether they reside together in that allotted official accommodation or elsewhere.

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53. (C) HRA is admissible for the first 180 days, provided rent expenditure continues to be incurred.
Under fundamental HRA provisions, a government servant who proceeds on leave with pay is entitled to draw House Rent Allowance during the first 180 days of leave, provided the official continues to incur rent expenditure for housing at the headquarters and submits the necessary prescribed rent paid declaration certificates.

54. (D) Dearness Allowance is not payable on the leave salary calculated for HPL encashment.
When Half Pay Leave is encashed at retirement to make up for a shortfall in Earned Leave up to the 300-day overall limit, leave salary is calculated on half pay. Dearness Allowance is explicitly payable on such half-pay leave salary, making the assertion of non-admissibility of DA incorrect under regulations.

55. (A) Both A and R are true and R is the correct explanation of A
Under the Central Civil Services (Pension) Rules and Leave Rules, dismissal or removal of a government servant from service results in complete forfeiture of past service. Consequently, all accumulated leave balance is forfeited, disentitling the dismissed employee from receiving any leave encashment benefits upon termination of service.

56. (C) The increment is granted notionally from the due date with arrears paid upon reinstatement.
If a government servant's normal increment date falls during a period of suspension, and the suspension is subsequently held to be completely unjustified by the competent authority, the increment is granted notionally from its original due date. Full pay arrears and allowances resulting from the restored increment are paid upon reinstatement.

57. (D) Receives pay, with Government sanction, from a source other than the Consolidated Fund.
Under Fundamental Rule 9(7), Foreign Service refers to service in which a government servant receives pay or remuneration, with the explicit sanction of the Government, from a source other than the Consolidated Fund of India, the Consolidated Fund of a State, or the Consolidated Fund of a Union Territory.

58. (A) No, Commuted Leave can normally be granted only on medical certificate.
Under Rule 30 of the Central Civil Services (Leave) Rules, 1972, Commuted Leave is granted strictly on the production of a valid medical certificate from an authorized medical attendant. Exception is allowed only for female employees following maternity leave or for approved study courses, prohibiting grant for general personal work.

59. (A) Both A and R are true and R is the correct explanation of A
Under Fundamental Rule 15, a government servant holding a permanent post cannot be transferred to a post carrying lower pay, except on written request or as a penalty imposed due to proven inefficiency or misbehavior. Thus, both statements are legally correct, with the reason directly explaining the statutory rule.

60. (B) Protection of pay and seniority on deputation when an immediate junior in the parent cadre is promoted.
Proforma Promotion under the Next Below Rule protects the pay, seniority, and promotion rights of an employee serving on deputation or foreign service when a junior colleague in the parent cadre is promoted. It ensures the deputed employee receives notional promotion without forfeiting career progression in the parent cadre.

61. (A) No leave salary is admissible for overstay, and the period is debited to HPL but treated as EOL for pay.
Under Central Civil Services (Leave) Rules, a government servant who overstays sanctioned leave without prior extension approval is disentitled from drawing leave salary for the overstay period. The unauthorized overstay period is debited against Half Pay Leave account, while pay and allowances for that specific duration are completely withheld.

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62. (C) FR 11
Fundamental Rule 11 explicitly lays down that unless provided otherwise in specific circumstances, the entire working time of a government servant is placed at the disposal of the Government. Consequently, an employee may be employed in any manner required by proper authority without claiming additional remuneration as a right.

63. (D) Yes, the authority may at its discretion secure a second medical opinion by a Government Medical Officer.
Under Rule 19 of the Central Civil Services (Leave) Rules, 1972, the leave sanctioning authority possesses full administrative discretion to seek a second medical opinion. If genuine doubts exist regarding a medical certificate issued by a Registered Medical Practitioner, the employee can be required to appear before a designated Government Medical Officer.

64. (C) It can be granted even if the employee is not expected to return to duty.
Leave Not Due is an advance debit against future Half Pay Leave granted when no other leave is available. A mandatory statutory prerequisite under Rule 31 of CCS (Leave) Rules is that the sanctioning authority must be reasonably satisfied that the employee will return to duty upon expiring leave.

65. (B) II and III only
Under Central Civil Services Joining Time Rules, public holidays and Sundays prefixed or suffixed are excluded, but Sundays falling during joining time count. Travel by air restricts joining time to twelve days for distances exceeding 2,000 kilometers, validating statements II and III while invalidating statement I.

66. (D) Both vacation and non-vacation staff
Under Rule 29 of the Central Civil Services (Leave) Rules, 1972, all central government servants, whether working in vacation departments like educational institutions or non-vacation departments, are entitled to twenty days of Half Pay Leave for each completed year of continuous service credited biannually in advance.

67. (A) II and III only
Staff in vacation departments who avail full vacation do not receive standard Earned Leave, but under amended rules receive ten days EL per year. If prevented from availing vacation due to official duties, Earned Leave is credited proportionally in place of lost vacation, making statements II and III correct.

68. (C) At the same stage or next higher stage, retaining the previous increment date.
When a government servant is appointed under Fundamental Rule 22(I)(b) to a post not involving higher responsibilities, pay is fixed at the stage equal to the pay drawn in the old post. If no equal stage exists, it is fixed at the next higher stage, retaining the previous increment date.

69. (A) Duty
According to Fundamental Rule 9(6)(a), joining time allowed to a government servant on official transfer in the public interest is formally treated as duty for all service purposes. The employee receives joining time pay and allowances equal to the pay drawn prior to relinquishing charge at the old station.

70. (C) On 1st January or 1st July, subject to completing 6 months of qualifying service.
Following implementation of Seventh Pay Commission rules, uniform increment dates of 1st January and 1st July were instituted. An employee appointed on 2nd January completes six months of qualifying service on 1st July, rendering them eligible for their annual increment on 1st July or 1st January based on completed service.

71. (B) Yes, a notional increment is granted for pensionary benefits upon completing 6 months of service.
Following authoritative judicial rulings and official government orders, an employee retiring on 31st December after rendering six months of full qualifying service from 1st July is entitled to one notional increment due on 1st January. This notional increment is reckoned exclusively for calculating post-retirement pensionary and gratuity benefits.

72. (C) The sanctioned strength of a service or unit as a separate entity.
Fundamental Rule 9(4) formally defines cadre as the sanctioned strength of a service or a part of a service sanctioned as a separate administrative unit. It forms the foundational structural entity within government organization through which posts are created, managed, and filled via regular recruitment or internal promotion channels.

73. (D) The appointing authority may withhold permission to retire under these circumstances.
Under Fundamental Rule 56(k), a government servant under suspension who submits a notice for voluntary retirement does not enjoy automatic retirement rights. The appointing authority

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reserves full discretionary power to withhold permission or reject the voluntary retirement request when major disciplinary proceedings or criminal investigations are pending against the official.

74. (C) Leave granted to accompany a spouse posted abroad on a diplomatic assignment.
Rule 12 of the Central Civil Services (Leave) Rules enforces a strict five-year continuous leave ceiling. An exception is made for government employees granted leave to accompany a spouse posted abroad on diplomatic assignments or official postings in Indian Missions, where extended leave beyond five years can be exceptionally sanctioned.

75. (A) II, IV, I, III
To fix pay under FR 22(I)(a)(1) upon promotion, the authority first determines existing basic pay in the lower post. Next, one notional increment is added to lower basic pay. Then, the corresponding stage in the higher scale is located. Finally, if no exact stage exists, pay is fixed next higher.

76. (B) Transfer on own request.
Joining time is an administrative allowance granted when transfers occur in the public interest or during departmental reorganization. When a government servant is transferred from one post to another purely upon their own personal request, joining time is not admissible, and transit days are debited to available leave accounts.

77. (A) Both A and R are true and R is the correct explanation of A
During joining time granted on official transfer, a government servant is entitled to draw joining time pay equal to the pay drawn immediately before relinquishing charge of the old post. Because joining time is classified as active duty, the reason directly justifies the pay protection provided during transit between stations.

78. (C) 5% of basic pay, subject to a prescribed maximum limit.
According to consolidated government rules governing deputation within India, when an employee is transferred on deputation to an ex-cadre post within the same station, Deputation (Duty) Allowance is granted at the rate of 5% of basic pay, subject to a ceiling prescribed under official Department of Personnel guidelines.

79. (D) The Parent Government Department from the Consolidated Fund
When a government servant on Foreign Service proceeds on leave, the leave salary is paid directly by the Parent Government Department from the Consolidated Fund. This payment is supported by leave salary contributions previously remitted by the foreign employer to the parent government during the official's foreign service tenure.

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80. (C) I, II, III and IV
Special Disability Leave is granted for disabling injuries intentionally inflicted or sustained in line of official duty. It cannot exceed 24 months, offers full pay leave salary during the first 120 days, and may be combined with any other kind of regular leave, making all four statements correct.

81. (B) A calendar month, calculating full months first and adding remaining odd days.
Under Fundamental Rule 9(18), a month is defined as a calendar month. When calculating periods expressed in months and days, full calendar months are calculated first between corresponding dates of successive months, and any remaining odd days are added thereafter to complete the period computation accurately.

82. (D) Maternity Leave
Maternity Leave granted under Rule 43 of the Central Civil Services (Leave) Rules, 1972 is a special statutory benefit. Unlike Earned Leave, Half Pay Leave, or Commuted Leave, Maternity Leave is never debited against the regular leave account of a female government servant and carries full pay allowances.

83. (A) I, II and III only
Extraordinary Leave is granted when no other leave is admissible or when requested in writing. No leave salary is paid during EOL. EOL on medical certificate counts for increments. However, EOL without medical certificate does not automatically count for pension unless specifically ordered, making statement IV incorrect.

84. (C) No, leave on medical certificate cannot ordinarily be refused.
While Rule 7 of CCS (Leave) Rules states leave cannot be claimed as of right, an application for leave on medical grounds supported by a proper medical certificate cannot ordinarily be

refused by the sanctioning authority, unless the authority secures a contrary second opinion from an official Government Medical Board.

85. (A) It is treated as Half Pay Leave, and excess leave salary is recovered.
Under Rule 30 of the CCS (Leave) Rules, when Commuted Leave is granted and the employee subsequently resigns or retires without returning to duty, the commuted leave is retroactively converted back into Half Pay Leave. The excess leave salary paid for commuted leave over half pay leave is fully recovered.

86. (D) Travelling Allowance
Under Fundamental Rule 9(5), a Compensatory Allowance is defined as an allowance granted to a government servant to meet personal expenditure necessitated by the special circumstances in which duty is performed. Travelling Allowance directly fits this definition, as it reimburses expenses incurred during official travel and transfers.

87. (B) At a stage equal to her lower pay, or the next higher stage if no equal stage exists.
When an employee opts under FR 22(I)(a)(1) to defer pay fixation until the date of next increment, pay during the interim period between assuming charge and the increment date is fixed at the stage in the higher scale equal to lower pay, or next higher stage if none exists.

88. (B) 3% of basic pay, rounded to the next multiple of 100.
Under the Seventh Central Pay Commission rules, the annual increment in the pay matrix is calculated uniformly at 3% of the basic pay. The resulting figure is moved to the next cell in the corresponding pay level of the matrix, which reflects rounding off to the next multiple of hundred.

89. (D) Pay granted to protect substantive pay loss due to pay revision or post reduction.
Under Fundamental Rule 9(23), Personal Pay is defined as additional pay granted to a government servant to save them from a loss of substantive pay caused by pay revision, scale reduction, or exceptional circumstances not arising from disciplinary action. It protects historical emoluments drawn prior to administrative changes.

90. (A) Duty for all purposes.
Under Fundamental Rule 54-B, when a suspended government servant is reinstated and the competent authority concludes that the suspension was wholly unjustified, the entire period of suspension is treated as duty for all purposes. Full pay, allowances, increments, and qualifying service credit are restored for the suspension duration.

91. (A) Both A and R are true and R is the correct explanation of A
Under fundamental House Rent Allowance rules, an employee on Study Leave is eligible to draw HRA for the first 180 days of leave. Because HRA rules permit allowance continuation during the initial 180 days of any leave provided housing expenses persist, the reason fully validates and explains the assertion.

92. (B) Any Leave - Ceases from dismissal/removal date
Upon dismissal or removal from government service, all claims to accumulated leave cease immediately from the date on which the disciplinary order of dismissal or removal takes effect. No leave can be granted, nor can any remaining leave balance be encashed post-dismissal under Central Civil Services Leave Rules.

93. (B) 180 days
Under Rule 43-B of the Central Civil Services (Leave) Rules, 1972, a female government servant with fewer than two surviving children who legally adopts a child below one year of age may be granted Child Adoption Leave for a maximum continuous period of 180 days following adoption finalization.

94. (D) No maximum limit
Under Rule 29 of the Central Civil Services (Leave) Rules, 1972, Half Pay Leave accumulates continuously at the rate of twenty days per completed year of service. Unlike Earned Leave, which is subject to an accumulation ceiling of 300 days, there is no maximum limit on HPL accumulation.

95. (D) The Government of India (parent government).
When a government servant on foreign service to an international organization suffers a physical or mental disability requiring retirement,

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entitlement to invalid pension remains strictly governed by the pension rules of the parent Government of India. The foreign service arrangement does not alter baseline statutory pension eligibility conditions.

96. (C) 6,000 kg
Under Supplementary Rules governing Travelling Allowance on transfer, officers in Pay Level 10 (Pay Level 6 to 11 bracket) are entitled to transport personal effects up to a maximum weight limit of 6,000 kg by goods train, cargo, or authorized road transport at government expenditure during official transfer relocation.

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97. (B) No, the reduction cannot exceed 50% of the initial subsistence allowance.
Under Fundamental Rule 53, if disciplinary proceedings are prolonged due to reasons directly attributable to the suspended employee, the subsistence allowance may be reduced by up to 50% of the initial allowance amount. Therefore, a reduction exceeding 50% of the initial allowance is impermissible under service regulations.

98. (D) Period of suspension ordered as non-qualifying
Under Central Civil Services (Pension) Rules, a period of suspension counts as qualifying service for pension calculation only if formally regularized as duty or leave by the competent authority. If the suspension period is specifically ordered to be treated as non-qualifying service, it is excluded from pension computations.

99. (A) Nil.
Under House Rent Allowance rules, if a government servant resides in or shares official residential accommodation that has been allotted rent-free to another government servant at the same station, the employee is ineligible to draw any House Rent Allowance, rendering their entitlement nil under applicable government regulations.

100. (C) It is carried forward to the new post.
When a government servant submits a technical resignation upon selection for another Central Government post through proper administrative channels, service continuity is preserved. Consequently, the balance of Earned Leave standing at their credit in the former department is fully carried forward to the new post without undergoing forfeiture or encashment.

CHAPTER 06

Travelling Allowance (TA) Rules

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1. What is the primary purpose of granting Travelling Allowance (TA) to a government servant under the Supplementary Rules?
(A) To provide additional monetary incentive for undertaking official tours
(B) To reimburse the government servant for the expenses incurred in travelling in the interest of public service
(C) To compensate the government servant for the exact loss of pay during transit
(D) To serve as an alternative to Deputation Allowance during short-term postings

2. Under the TA Rules, which of the following is NOT officially classified as a type of journey for which Travelling Allowance is admissible?
(A) Journey on tour
(B) Journey on transfer
(C) Journey on retirement
(D) Journey to attend a private function of a colleague during leave

3. Which rule fundamentally governs the principle that Travelling Allowance is an allowance in the nature of reimbursement and not a source of profit?
(A) Supplementary Rule 15
(B) Fundamental Rule 9
(C) General Financial Rule 144
(D) Supplementary Rule 30

4. What constitutes "Headquarters" of a government servant for the purpose of calculating Travelling Allowance on tour?
(A) The physical location of the Directorate of Education only
(B) The permanent home town of the government servant
(C) The normal place of duty or the municipal limits of the station where the office is situated
(D) The capital city of the State or Union Territory of posting

5. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A government servant claiming Travelling Allowance is not expected to make any pecuniary profit from the allowance.
Reason (R): Travelling Allowance is strictly classified as a compensatory allowance intended to cover the actual additional expenses incurred by the employee while travelling for official duties.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. A journey performed by a government servant on a holiday to attend an official meeting at a location situated 5 km away from their headquarters is classified as:
(A) Journey on tour
(B) Short transfer journey
(C) Deputation journey
(D) Local journey

7. Who among the following is the Competent Authority to declare a government servant's journey as a "Journey on Tour" in an establishment?
(A) The Head Clerk of the administration
(B) The Controlling Officer or Head of Office
(C) The Drawing and Disbursing Officer (DDO)
(D) The Pay and Accounts Officer of the area

8. A Principal of a government school is called for an urgent administrative meeting at the Zonal Office, which is located 12 kilometers away from the school within the same municipality. The Principal spends 5 hours away from the school and claims standard Daily Allowance (DA) for this journey as a tour. What is the correct administrative evaluation of this claim?
(A) The claim is valid as the official distance exceeds 8 km and Daily Allowance is payable

at 30% for local tours
(B) The claim is valid because the total official time spent away from the school headquarters exceeds 4 hours
(C) The claim is invalid because journeys within the same municipal limits do not qualify for Daily Allowance as a tour
(D) The claim is invalid because the Principal did not obtain prior administrative approval from the Director of Education

9. Which of the following components is generally NOT included as part of the Travelling Allowance entitlement while a government servant is on tour?
(A) Reimbursement of actual fare of the entitled class of travel
(B) Daily Allowance for the period of absence from headquarters
(C) Mileage Allowance for local transit
(D) Composite Transfer Grant

10. Consider the following statements regarding the commencement and termination of a journey on tour:
I. The journey on tour commences when the employee leaves their headquarters or residence, whichever is later.
II. The journey terminates when the employee returns to their headquarters or residence, whichever is earlier.
III. The calculation of the duration of absence for Daily Allowance is based on the exact time of departure from and arrival at the headquarters/residence.
Which of the above statements is/are correct?
(A) I and II only
(B) II and III only
(C) III only
(D) I, II and III

11. What is the minimum distance from the headquarters beyond which a journey is typically considered a "tour" qualifying for standard Daily Allowance, assuming it is outside municipal limits?
(A) 5 kilometers
(B) 8 kilometers
(C) 15 kilometers
(D) 20 kilometers

12. During a journey on tour, if an employee is provided with both free boarding and free lodging by the host organisation, what percentage of the entitled Daily Allowance (Lump sum DA) is admissible to the employee?
(A) 100%
(B) 50%
(C) 25%
(D) Nil

13. Which of the following conditions must be satisfied for claiming reimbursement of hotel accommodation charges on tour?
(A) The official must produce actual hotel bills/ receipts
(B) The official must travel by air
(C) The official must stay in a hotel operated by the government
(D) The official must be absent from headquarters for more than 48 hours

14. Arrange the following steps of a TA claim on tour in the correct procedural sequence:
I. Submission of final TA bill
II. Prior approval of the tour programme
III. Drawing of TA Advance
IV. Performance of the journey
V. Scrutiny by the DDO
(A) II, III, IV, I, V
(B) III, II, IV, V, I
(C) II, IV, III, I, V
(D) IV, II, III, V, I

15. Consider the following statements regarding Travelling Allowance on tour under the 7th CPC rules:
I. Reimbursement of food bills is based on actuals subject to a ceiling limit.
II. Travel within the city during a tour is reimbursed as mileage allowance.
III. No Daily Allowance is paid for the period of regular leave taken in conjunction with a tour.
IV. Travel by premium trains like Rajdhani is prohibited for all employees below Pay Level 10.
Which of the above statements is/are correct?
(A) I, II and III
(B) I, II and IV
(C) II, III and IV
(D) I, III and IV

16. What is the primary financial effect on an employee if a scheduled official tour is cancelled due to administrative reasons after the tickets have been booked?
(A) The employee must bear all cancellation and

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administrative charges personally
(B) Half of the total ticket cancellation charges are borne by the employee
(C) The cancellation charges are reimbursed by the government
(D) The entire ticket cost is forfeited and permanently marked as an audit objection

17. Travelling Allowance on transfer is admissible only when the transfer is made:
(A) On the written request of the government servant
(B) In public interest
(C) Due to disciplinary proceedings
(D) To a station within 8 kilometers

18. A Post Graduate Teacher (PGT) submits a request for a transfer from a school in Delhi to a school in Chandigarh for personal family reasons. The request is accepted by the competent authority. Upon joining the new school, the PGT submits a claim for TA on transfer, including the Composite Transfer Grant (CTG). What is the correct action to be taken by the Head of Office?
(A) The claim should be passed in full because the physical distance between stations is more than 20 km
(B) The claim should be passed for official travel fare only, strictly excluding the Composite Transfer Grant
(C) The claim should be passed with a mandatory 50% deduction on all admissible transfer entitlements
(D) The claim should be rejected as TA is not admissible for transfers on own request

19. Under the 7th Pay Commission rules, what is the quantum of the Composite Transfer Grant (CTG) payable to an employee transferred in public interest to a station beyond 20 kilometers?
(A) 50% of the last drawn Basic Pay
(B) 80% of the last drawn Basic Pay
(C) 100% of the last drawn Basic Pay
(D) One month's gross salary

20. If an employee is transferred in public interest to a station within 20 kilometers, but the transfer involves an actual change of residence, what is the admissible Composite Transfer Grant (CTG)?
(A) 80% of last drawn Basic Pay under standard transfer rules
(B) 50% of last drawn Basic Pay under short transfer rules
(C) One-third (33.33%) of Basic Pay
(D) No Composite Transfer Grant is admissible under any circumstance

21. Which of the following is NOT a component of Travelling Allowance on transfer?
(A) Daily Allowance during stay at the new station
(B) Reimbursement of travel fare for the employee and eligible family members
(C) Actual cost of transportation of personal effects and household goods
(D) Composite Transfer Grant (CTG) based on basic pay

22. Identify the correct pair regarding TA Rules on transfer:
(A) Transfer at own request — Admissible for full CTG
(B) Transportation of personal effects — Reimbursed strictly without vouchers for any distance
(C) Transportation of conveyance — Admissible for all pay levels up to 2 cars
(D) Short-distance transfer ($<$ 20 km) with no change of residence — No CTG is admissible

23. If the family of a transferred government servant does not accompany them during the initial transfer journey but follows later, within what maximum time limit must the family perform the journey for their TA claim to be admissible?
(A) Within 3 months of the employee's date of joining the new post
(B) Within 6 months of the employee's date of joining the new post
(C) Within 12 months of the employee's date of joining the new post
(D) Before the end of the financial year

24. When both husband and wife are Central Government employees and are transferred simultaneously to the same station, which of the following rules applies regarding the Composite Transfer Grant (CTG)?
(A) Both can claim 100% of their respective CTGs
(B) The spouse with the higher basic pay gets the full CTG, and the other is not entitled to any CTG
(C) Only one can claim the full CTG, while the other can claim 50% of their CTG
(D) Neither is entitled to CTG as it is a joint household transfer

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25. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): An employee transferred in public interest is entitled to transportation charges for personal effects by goods train or road.
Reason (R): The distance between the old and new headquarters must be more than 20 kilometers to be eligible for TA on transfer including transportation of goods.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

26. Which type of Travelling Allowance allows a retiring government servant and their family to travel to their declared home town or any other selected place of residence?
(A) TA on Retirement
(B) Leave Travel Concession (LTC) TA
(C) Severance Travel Grant
(D) Terminal Leave TA

27. What is the standard time limit within which a retired government servant must complete the journey to their declared home town or new settlement location to claim TA on retirement?
(A) 3 months from the date of retirement
(B) 6 months from the date of retirement
(C) 1 year from the date of retirement
(D) 2 years from the date of retirement

28. Which of the following allowances is explicitly admissible as part of the TA on retirement?
(A) Deputation Allowance
(B) Composite Transfer Grant
(C) Overtime Allowance
(D) Children Education Allowance for dependent children

29. If a retiring employee opts to settle down at the last station of duty itself, what is the extent of TA admissible?
(A) One-third of CTG and local transportation cost of personal effects
(B) Full Composite Transfer Grant along with standard transportation charges for personal effects
(C) Neither Travelling Allowance nor Composite Transfer Grant is admissible in this scenario
(D) 80% of Composite Transfer Grant without any reimbursement for transportation charges

30. Consider the following statements defining 'Family' for the purpose of Travelling Allowance Rules:
I. The spouse of the government servant is included, irrespective of their income.
II. Unmarried daughters are included, provided their income from all sources does not exceed the stipulated minimum family pension plus dearness relief.
III. Married daughters are always included as dependents if they reside with the government servant.
Which of the above statements is/are correct?
(A) I only
(B) I and II only
(C) II and III only
(D) I, II and III

31. Up to what age is a dependent son generally considered part of the "family" for the purpose of TA rules, barring medical exceptions or permanent disability?
(A) 18 years
(B) 21 years
(C) 25 years
(D) No age limit applies as long as he is unemployed

32. What is the current monthly income threshold from all sources (excluding standard exemptions) beyond which a family member (other than the spouse) ceases to be considered 'dependent' for TA purposes?
(A) ₹3,000 + Dearness Relief
(B) ₹5,000 + Dearness Relief
(C) ₹9,000 + Dearness Relief
(D) ₹18,000 + Dearness Relief

33. In the event of the death of a government servant while in service, the family is entitled to TA for proceeding to their home town. This journey must generally be completed within what period from the date of the employee's death?
(A) 3 months
(B) 6 months
(C) 1 year
(D) 2 years

34. Identify the incorrect statement regarding the payment of TA for family members:
(A) Family members can travel in a higher class

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than the employee's entitlement, provided the employee pays the difference in fare.
(B) Step-children who are wholly dependent on the government servant are included in the definition of family.
(C) A dependent brother or sister is included in the definition of family for TA on transfer if the parents are deceased.
(D) Married daughters residing with their husbands are considered dependents for TA if the government servant provides an affidavit.

35. "Mileage Allowance" under TA Rules is primarily defined as an allowance calculated to meet the cost of:
(A) A journey calculated according to distance travelled
(B) Boarding and lodging charges incurred during an official tour
(C) Transportation of household personal effects by goods train or road
(D) Incidental expenses incurred during continuous halts at tour stations

36. Under the 7th Pay Commission rules, if a government servant is absent from headquarters on tour for a duration of 10 hours on a particular calendar day, what percentage of the standard Daily Allowance (Lump sum for incidental expenses) is payable for that day?
(A) 30%
(B) 50%
(C) 70%
(D) 100%

37. Which of the following is the correct calculation scale for Daily Allowance (incidental expenses) based on the period of absence from headquarters on tour?
(A) Up to 6 hours: 30%, Between 6 and 12 hours: 70%, More than 12 hours: 100%
(B) Up to 4 hours: Nil, Between 4 and 8 hours: 50%, More than 8 hours: 100%
(C) Up to 6 hours: 50%, Between 6 and 12 hours: 80%, More than 12 hours: 100%
(D) Up to 12 hours: 50%, More than 12 hours: 100%

38. A Principal travels outstation for official work. He departs from his headquarters at 08:00 AM and returns at 02:00 PM on the same day. He submits a claim for 70% Daily Allowance, arguing that the journey spanned two halves of the day. As the Controlling Officer, how should this DA claim be processed?
(A) The claim should be approved at 70% because the journey crossed noon
(B) The claim should be approved at 100% because it was an outstation journey
(C) The claim should be denied entirely as outstation journeys require an overnight stay for DA
(D) The claim should be restricted to 30% because the total absence is exactly 6 hours

39. For calculating the time of absence to determine Daily Allowance on tour, the absence is reckoned from:
(A) The scheduled departure time of the train or flight as indicated on the official ticket
(B) Departure from duty point/residence at headquarters to return time
(C) The time of reporting for duty at the host office or official venue of the tour
(D) Midnight to midnight calculated strictly on a calendar day basis independent of travel time

40. Under the 7th CPC TA Rules, how is the reimbursement of food bills handled during a tour?
(A) It is paid as a fixed percentage of basic pay regardless of the actual expenditure incurred
(B) It is paid as a flat daily rate without requiring any actual bills or supporting vouchers
(C) Reimbursed on actual bills up to a ceiling based on Pay Level
(D) Food expenses are not reimbursable under any circumstances; only accommodation is reimbursed

41. If a government servant takes Casual Leave (CL) for one day in the middle of a five-day official tour, what is the impact on their Daily Allowance (DA) for that specific day?
(A) DA is paid at 50% for the day of Casual Leave
(B) DA is payable in full as CL is not considered an interruption of duty
(C) DA is adjusted against the leave salary
(D) DA is strictly not admissible for the day spent on Casual Leave

42. Are government servants entitled to Daily Allowance on a Sunday or a gazetted holiday falling during a period of tour?
(A) Yes, provided they are in camp and not on

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leave
(B) No, Daily Allowance is strictly restricted to regular official working days only
(C) Yes, but only at a reduced rate of 50% of the standard Daily Allowance
(D) Yes, but only if they produce a formal certificate showing they worked on the holiday

43. Identify the incorrect match regarding travel entitlements under TA Rules (as per 7th CPC typical structures):
(A) Pay Level 14 and above — Business Class by Air
(B) Pay Level 9 to 13 — Economy Class by Air
(C) Pay Level 6 to 8 — AC First Class by Train
(D) Pay Level 5 and below — First Class / AC III Tier by Train

44. Under the prevailing TA rules based on the 7th CPC, the classification of employees for determining travel entitlements is based on:
(A) Grade Pay attached to the official post held
(B) Basic Pay in the Pay Level
(C) Group Classification of the post (Group A, B, C, or D)
(D) Total length of continuous service in the government

45. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): An employee at Pay Level 7 is generally not entitled to travel by air on official tour without special relaxation.
Reason (R): The standard entitlement for travel by air (Economy class) within the country generally begins from Pay Level 9 and above.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

46. What is the standard minimum Pay Level required for a Central/State government employee to be entitled to travel by Air (Economy Class) for domestic tours?
(A) Pay Level 6
(B) Pay Level 7
(C) Pay Level 8
(D) Pay Level 9

47. An employee in Pay Level 10 is travelling on an official tour. What is their entitlement for travel in premium trains like Rajdhani/Shatabdi/ Duronto?
(A) AC First Class / Executive Class
(B) AC II Tier / Executive
(C) AC III Tier / AC Chair Car travel
(D) Sleeper Class travel entitlement only

48. What is the standard train travel entitlement for an employee drawing pay in Level 6 of the Pay Matrix?
(A) AC First Class
(B) AC II Tier
(C) AC III Tier
(D) Sleeper Class

49. If a government servant travels by a class lower than their entitled class on an official tour, what fare is reimbursed to them?
(A) The fare of their entitled class
(B) The fare of the lower class by which they actually travelled
(C) The average of the entitled class and the class travelled
(D) The fare of the lower class plus a 10% inconvenience allowance

50. Consider the following statements regarding the booking of air tickets for official tours:
I. Air tickets must be purchased only through authorized travel agents.
II. IRCTC, Balmer Lawrie & Co., and Ashok Travels & Tours are authorized agents.
III. Employees are encouraged to book the cheapest available flight within their entitled time slot.
IV. Tickets can be booked through private online portals (like MakeMyTrip) provided they offer a cheaper rate than authorized agents.
Which of the above statements is/are correct?
(A) I, II and III
(B) I, II and IV
(C) II, III and IV
(D) I, III and IV

51. For road journeys, an employee at Pay Level 8 is entitled to travel by:
(A) AC Taxi
(B) Non-AC Taxi
(C) Auto Rickshaw / Own Scooter
(D) Public Bus only

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52. When a government servant travels by their own car for an official journey (subject to entitlement), the mileage allowance is calculated based on:
(A) The actual cost of petrol or fuel consumed during the journey
(B) A flat monthly reimbursement rate fixed by the Directorate
(C) Rates prescribed by the State/UT Directorate of Transport
(D) The direct monetary equivalent of First Class train fare for that distance

53. What document must strictly be attached to a TA claim to support a claim for reimbursement of air travel?
(A) Boarding pass along with the travel ticket
(B) Only the official travel agent's invoice and payment receipt
(C) A formal self-declaration of travel signed by the employee
(D) An official approval letter issued directly by the airline

54. If a non-entitled government servant travels by air due to an extreme emergency without prior relaxation, how is the TA claim normally settled if post-facto relaxation is denied?
(A) The entire claim is rejected
(B) 50% of the airfare is reimbursed
(C) The airfare is paid but treated as an interest-free advance to be recovered later
(D) Reimbursement is restricted to the fare of the entitled class by train

55. An employee is required to perform a journey by sea or river steamer. The entitlements for such journeys are explicitly defined in the TA rules parallel to:
(A) Road mileage entitlements
(B) Train travel entitlements
(C) Air travel entitlements
(D) Foreign travel entitlements

56. Identify the incorrect statement regarding TA entitlements:
(A) Tatkal charges are reimbursable if the official journey is undertaken at short notice in public interest.
(B) Internet and service charges levied by authorized travel agents are fully reimbursable as official expenses.
(C) Dynamic fare pricing (Flexi-fare) is strictly non-reimbursable.
(D) Cancellation charges of travel tickets are reimbursed if the official tour is cancelled due to official reasons.

57. If an employee performs an official journey by a route longer than the shortest approved route, how is the TA calculated?
(A) Calculated based on the actual longer route if justified by personal circumstances
(B) Proportionately increased by 10% to cover the extra distance travelled
(C) Denied entirely for violating administrative regulations regarding travel routes
(D) Restricted to the fare of the shortest route

58. A Principal (Pay Level 12) undertakes an official administrative journey to an outstation venue. Due to the unavailability of AC II Tier tickets, they travel by AC First Class without obtaining prior permission. When processing the TA claim, the Accounts Officer should:
(A) Restrict the reimbursement to the fare of AC II Tier by the same train
(B) Reject the claim completely due to unauthorized class of travel
(C) Pass the claim for AC First Class as it was a functional necessity
(D) Request the Principal to refund the entire travel cost to the school fund

59. Which of the following is NOT a designated authorized travel agent for booking air tickets for Central Government employees on official tours?
(A) Balmer Lawrie & Company Limited
(B) Thomas Cook India Ltd
(C) Ashok Travels & Tours
(D) Indian Railway Catering and Tourism Corporation (IRCTC)

60. Under the current TA Rules, what is the provision regarding the reimbursement of "Tatkal" sewa charges for train tickets booked for an official tour?
(A) Not allowed under any circumstances for official journeys
(B) Allowed if the tour is at short notice
(C) Allowed exclusively for official journeys performed on transfer
(D) Allowed, but only 50% of the total Tatkal charge is reimbursed

61. For an employee on tour, the reimbursement of hotel accommodation charges is made:

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(A) On actual bills, subject to a ceiling limit
(B) As a flat-rate daily lump sum independent of actual expenditure
(C) By direct administrative payment from the DDO to the hotel management
(D) Only if the hotel accommodation is officially rated 3-stars or above

62. Which of the following expenses during a tour is generally paid as a lump sum without insisting on actual vouchers?
(A) Hotel accommodation charges and lodging expenses
(B) Travel tickets for train or air journeys
(C) Lump sum Daily Allowance
(D) Food bills and meal expenditure charges

63. A government servant can draw an advance of TA to cover the expected expenses of a tour. This advance is usually restricted to what percentage of the estimated travelling expenses?
(A) 50%
(B) 75%
(C) 100%
(D) 120%

64. For an expected journey on transfer, an employee can claim an advance of pay and an advance of TA. The advance of TA includes:
(A) Only the travel fare for the government employee personally
(B) Only the Composite Transfer Grant (CTG) amount
(C) Travel fare for self and family, plus CTG
(D) Three months' basic pay as a special advance

65. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): If an official tour is cancelled after a TA advance has been drawn, the advance must be refunded immediately in full.
Reason (R): TA advance is granted specifically for anticipated expenditure of an approved journey; non-performance of the journey negates the entitlement to hold the advance.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

66. What is the standard time limit for submitting a TA claim after the completion of a journey on tour?
(A) 15 days
(B) 30 days
(C) 60 days
(D) 180 days

67. Within what time limit must a TA claim for a journey on transfer be submitted to avoid forfeiture?
(A) 30 days from the date of joining the new post
(B) 60 days from the date of joining the new post
(C) 180 days from the date of joining the new post
(D) 1 year from the date of joining the new post

68. What is the standard administrative consequence if a government servant fails to submit their TA claim within the prescribed time limit without any valid justification?
(A) The claim amount is reduced by 50%
(B) The claim is processed but paid in the next financial year
(C) The right to the claim is forfeited
(D) Disciplinary action is initiated, but the full amount is paid

69. If a government servant has drawn a TA advance for a tour, within how many days of the completion of the tour must the final adjustment TA bill strictly be submitted?
(A) 15 days
(B) 30 days
(C) 60 days
(D) 90 days

70. Consider the following statements regarding TA claims and advances:
I. A second TA advance cannot normally be granted until the account of the first advance has been settled.
II. If an employee fails to submit the TA adjustment bill within the stipulated time, the advance is recovered from their salary.
III. The Controlling Officer has the absolute power to waive the requirement of boarding passes for air travel in all cases.
Which of the above statements is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only

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(D) I, II and III

71. When an employee loses their train ticket, how can they claim the TA for the journey?
(A) By submitting a simple handwritten application explaining the loss of the ticket
(B) By obtaining a duplicate ticket or certificate from railway authorities
(C) The claim is strictly rejected by the audit authorities without exception
(D) By claiming mileage allowance for equivalent road journey instead of train fare

72. Which statutory form or register is used to maintain the details of Travelling Allowance claims passed by the DDO?
(A) Main Cash Book maintained by the DDO
(B) Acquittance Roll for salary disbursement
(C) TA Bill Register (Form TR 22)
(D) Contingent Expenditure Register

73. Under the 7th CPC, an employee at Pay Level 9 is transferred. What is the maximum limit of personal effects they can transport by goods train/sea for which the cost is reimbursable?
(A) 1500 kg
(B) 3000 kg
(C) 6000 kg
(D) 10000 kg

74. If a transferred employee transports their personal effects by road between places connected by train, the reimbursement is restricted to:
(A) Goods train cost or road rate for entitled weight, whichever is less
(B) The full actual road transport cost regardless of goods train freight rates
(C) Exactly half of the actual cost incurred on the road transport of goods
(D) No reimbursement is allowed under any circumstance for road transport

75. A Vice-Principal (Pay Level 10) is transferred from Delhi to a school in Andaman and Nicobar Islands. They transport their personal motor car by ship and submit the actual freight bill for reimbursement. Under the TA Rules for transfer:
(A) The claim is rejected because personal motor cars cannot be transported at government expense
(B) The claim is approved as Level 6 and above are entitled to transport a car
(C) The claim is approved but strictly limited to the freight cost of a two-wheeler
(D) The claim is restricted to a flat rate reimbursement of ₹10,000 only

76. What is the minimum Pay Level required for an employee to be entitled to claim reimbursement for the transportation of a motor car on transfer?
(A) Pay Level 4
(B) Pay Level 6
(C) Pay Level 9
(D) Pay Level 12

77. The cost of transporting a conveyance on transfer is reimbursable provided the vehicle is transported by:
(A) Train or approved commercial road transport
(B) Driving the vehicle manually by road only
(C) Military transport vehicles or government convoys
(D) Air cargo services approved by the department

78. When submitting a claim for the transportation of personal effects on transfer, the employee must produce:
(A) A signed and notarized affidavit from the local transport union
(B) Only a formal self-certified weight declaration of goods
(C) Original money receipts and railway/lorry receipts
(D) A certificate issued by the Head of Office at the previous station

79. Are Octroi duties, toll taxes, or entry taxes paid during the transportation of personal effects on transfer reimbursable under TA rules?
(A) Yes, they are fully reimbursable on production of official receipts
(B) Yes, but reimbursement is capped at a maximum of ₹500 per journey
(C) They are reimbursed only if transportation is done by government truck
(D) No, they are personal liabilities and not reimbursable

80. How does the Travelling Allowance for Leave Travel Concession (LTC) differ fundamentally from the TA on tour?
(A) LTC TA includes double the standard Daily Allowance for official tours
(B) LTC TA allows higher classes of travel compared to standard tour TA
(C) LTC TA covers travel fare only, with no Daily Allowance

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(D) LTC TA is paid exclusively after the employee reaches superannuation

81. Under the LTC Rules, a government servant can take an advance up to what percentage of the estimated fare for the journey?
(A) 50%
(B) 75%
(C) 90%
(D) 100%

82. A teacher is referred by the Authorized Medical Attendant (AMA) to a specialized government hospital in another city for treatment. The teacher claims TA for the journey. According to the Medical Attendance Rules linked with TA Rules, which statement is true?
(A) TA is not admissible under any circumstances for medical journeys
(B) The teacher is entitled to full Daily Allowance for the period of hospital admission
(C) TA is granted strictly as a reimbursement deduction from health insurance
(D) Entitled to travel fare of entitled class on AMA certificate

83. If an escort or attendant accompanies a patient for outstation medical treatment, under what condition is the attendant's TA reimbursed?
(A) If the AMA certifies that the patient cannot travel alone
(B) An attendant's Travelling Allowance is never reimbursable under rules
(C) Only if the escorting attendant is also a serving government employee
(D) If the total travel distance between stations exceeds 500 kilometers

84. When a government servant is deputed to undergo a training programme at an outstation institute, they are entitled to:
(A) Only Leave Salary for the duration of the training programme
(B) Only standard transport allowance applicable at their home station
(C) TA as on tour (travel fare and Daily Allowance as per rules)
(D) Composite Transfer Grant as applicable during permanent transfers

85. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): During an outstation training programme exceeding 180 days, Daily Allowance is not paid for the period beyond 180 days.
Reason (R): TA rules stipulate that continuous halts at a single station on tour or training beyond 180 days cease to qualify for Daily Allowance, as the station is deemed equivalent to a temporary headquarters.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

86. If an employee attending an outstation training programme is provided with free boarding and lodging by the training institute, they are:
(A) Eligible for 100% standard lump sum Daily Allowance
(B) Not eligible for any lump sum Daily Allowance
(C) Eligible for 50% of the lump sum Daily Allowance
(D) Eligible for standard Daily Allowance minus the actual cost of meals

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87. A government servant proceeding on deputation to another department at a different station is entitled to TA. This TA is governed by the rules applicable to:
(A) TA on Retirement
(B) TA on Transfer
(C) TA on Tour
(D) Leave Travel Concession

88. A Principal is sent for a 30-day leadership training programme to an institute in New Delhi. The Principal's headquarters is in South Delhi (within the same municipal limits). The Principal claims DA for 30 days. Under TA rules, what is the correct evaluation of this claim?
(A) Valid, because attending any official training programme automatically qualifies for 100% Daily Allowance
(B) Valid, but payable at a reduced rate of 50% Daily Allowance for local training
(C) Invalid, because training is at headquarters without outstation travel
(D) Invalid, because Daily Allowance is payable for a maximum duration of 15 days only

89. TA claims for journeys undertaken to obtain a medical certificate of fitness before initially joining government service are:

(A) fully reimbursed.
(B) reimbursed up to Sleeper class fare.
(C) paid by the Ministry of Health.
(D) not admissible under TA rules.

90. Consider the following statements regarding TA for outstation training:
I. If a training period exceeds 180 days, it is often treated as a temporary transfer.
II. Travel fare is admissible for the onward and return journeys for the training.
III. Daily Allowance during training is subject to standard deductions if meals are provided by the institute.
IV. The employee can claim both DA for training and HRA at the training location simultaneously.
Which of the above statements is/are correct?
(A) I, II and III
(B) I, II and IV
(C) II, III and IV
(D) I, III and IV

91. What is a common valid ground for a statutory audit objection regarding a TA claim?
(A) The claim was properly countersigned and authorized by the competent Controlling Officer.
(B) Delayed submission of claim past 60 days without condonation.
(C) Physical or digital boarding passes were duly attached to the claim for official air travel.
(D) The employee voluntarily traveled in a train class lower than their official entitlement.

92. What is the restriction on Daily Allowance (DA) for a continuous halt at a single outstation location while on tour?
(A) DA is paid at 100% for the first 30 days of continuous halt, then ceases entirely.
(B) Fully admissible up to 180 days; no DA payable beyond 180 days.
(C) DA is automatically restricted to 50% of standard rate after the first 14 days.
(D) There is no time restriction on claiming Daily Allowance for continuous halts.

93. A government servant travels 12 kilometers for an official meeting within the same urban agglomeration and uses their own car. What are they entitled to claim?
(A) Only Mileage Allowance for distance travelled
(B) Full Daily Allowance along with Mileage Allowance
(C) Composite Transfer Grant as applicable for local journeys
(D) Half Daily Allowance for local travel within limits

94. While on official tour, if a government servant takes one day of Restricted Holiday (RH) for personal reasons and does not perform official duties, what is the effect on TA?
(A) TA and DA are unaffected.
(B) The entire tour TA is forfeited.
(C) DA is not admissible for that day.
(D) The official must refund the travel fare.

95. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The right of a government servant to claim Travelling Allowance is forfeited if the claim is not preferred within 60 days succeeding the date of completion of the journey.
Reason (R): Financial rules mandate strict timelines for settlement of claims to ensure budgetary control and prevent presentation of old, unverifiable claims.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

96. What is the primary responsibility of a Controlling Officer before countersigning a TA bill?
(A) To calculate the exact income tax deduction and statutory recoveries from the TA bill.
(B) To personally inspect and verify the hotel accommodation where the employee stayed.
(C) To verify necessity and duration of journey in public interest.
(D) To ensure that the employee receives the maximum possible monetary benefit from the claim.

97. A retiring government servant claims TA for settling at their declared home town. They complete the journey but submit the TA bill 90 days after the completion of the journey. What is the status of this claim under current rules?
(A) It is rejected outright by audit for exceeding the prescribed 60-day time limit.
(B) Time-barred unless delay is condoned by

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competent authority.
(C) It is valid because retirement TA claims have a relaxed 6-month submission window.
(D) It is passed normally but subjected to a mandatory 10% late submission penalty.

98. A Head of School retires from service in Delhi and decides to settle permanently in Dehradun, which is not their officially declared home town. Can they claim TA on retirement for this journey?
(A) No, Travelling Allowance on retirement is restricted strictly to the officially declared home town.
(B) Yes, they can claim full Travelling Allowance and CTG for Dehradun regardless of home town distance.
(C) No, they can only claim transportation of personal effects and goods, but not travel fare.
(D) Yes, but entitlement is limited to the fare to their home town.

99. To claim the Composite Transfer Grant (CTG) upon retirement, the distance between the last station of duty and the town where the retired employee settles must be more than:
(A) 8 kilometers
(B) 20 kilometers
(C) 50 kilometers
(D) 100 kilometers

100. If an employee retires on superannuation, they are allowed to complete the journey to their home town or chosen place of residence to claim TA within:
(A) 3 months from the date of retirement
(B) 6 months from the date of retirement
(C) 1 year from the date of retirement
(D) 5 years from the date of retirement

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ANSWERS

1. (B) To reimburse the government servant for the expenses incurred in travelling in the interest of public service
Travelling Allowance functions as a compensatory mechanism governed by service regulations. Its primary objective is ensuring that employees mandated to travel for official duties do not suffer financial loss. The allowance operates strictly as a reimbursement of necessary expenses incurred during public service and is explicitly forbidden from becoming a source of profit or personal monetary gain for the individual.

2. (D) Journey to attend a private function of a colleague during leave
Travelling Allowance is admissible only for journeys undertaken explicitly in the interest of public service or under authorized service regulations. Official journey categories include travel on tour, transfer, and retirement settlement. Attending a colleague's private function while on leave is a purely personal activity that lacks administrative necessity and public interest justification, making it entirely ineligible for any travelling reimbursement under government rules.

3. (A) Supplementary Rule 15
Supplementary Rule 15 establishes the foundational policy that Travelling Allowance is granted to cover actual expenses incurred during official travel. This statutory provision ensures that the allowance remains strictly compensatory in nature. Government regulations prohibit structuring or claiming these allowances in a manner that generates financial profit, thereby maintaining financial propriety and fiscal discipline across administrative departments during official journeys.

4. (C) The normal place of duty or the municipal limits of the station where the office is situated
Headquarters represents the declared operational radius defining an official's regular station of duty. It encompasses the physical office building, the normal place of work, and the municipal limits of the city or town where the office is located. Travelling Allowance regulations rely on this official geographical boundary to determine when an employee steps beyond local limits and qualifies for tour allowances.

5. (A) Both A and R are true and R is the correct explanation of A
Government rules mandate that Travelling Allowance is strictly a compensatory allowance intended to offset actual expenses incurred while performing official duties. Because it is designed solely to keep the employee financially whole without providing extra profit, claims are strictly regulated against personal monetary gain. Therefore, the reimbursement nature of the allowance directly explains why making a financial profit from official travel is prohibited.

6. (D) Local journey
A journey performed by a government official within their headquarters' municipal boundaries or within an eight-kilometer radius of the duty point is classified as a local journey. Performing official duties on a holiday at a nearby location does not constitute a regular tour. Such travel attracts specific local journey regulations and travel expense reimbursements rather than standard outstation Daily Allowance entitlements.

7. (B) The Controlling Officer or Head of Office
The Controlling Officer or Head of Office holds the statutory administrative authority to sanction official movements and declare a journey as a tour. This authority ensures that all official travel is strictly necessary in the public interest. Before any Travelling Allowance claim can be processed, the competent authority must formally approve the tour program and verify that the journey satisfied operational requirements.

8. (C) The claim is invalid because journeys within the same municipal limits do not qualify for Daily Allowance as a tour
Official travel performed within the same municipal limits or urban agglomeration of an employee's headquarters does not qualify as an outstation tour regardless of the distance or time spent. Consequently, full or partial Daily Allowance for tour is inadmissible. Travel

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expenses incurred for such local administrative duties must be claimed under local mileage allowance rules rather than standard tour allowances.

9. (D) Composite Transfer Grant
A standard Travelling Allowance claim on tour comprises reimbursement of travel fare, daily allowance for board and lodging, and local mileage allowance for transit at outstation locations. Conversely, the Composite Transfer Grant is a specialized monetary allowance intended exclusively to cover settling-in and household displacement expenses during a official transfer, making it completely inapplicable to temporary official tours.

10. (C) III only
A journey on tour commences upon leaving headquarters or residence, whichever is earlier, and terminates upon returning to headquarters or residence, whichever is later. However, calculating the duration of absence for Daily Allowance relies strictly on the exact times of departure and arrival. Therefore, accurate temporal measurement of absence from headquarters forms the sole basis for determining applicable daily allowance percentage brackets.

11. (B) 8 kilometers
Under standard Supplementary Rules, an official journey beyond eight kilometers from the duty point or headquarters beyond municipal limits is formally classified as a tour. Crossing this distance threshold entitles the government servant to claim Travelling Allowance, including Daily Allowance, provided all administrative conditions are met. Journeys within the eight-kilometer limit are governed instead by local travel expense provisions.

12. (D) Nil
Daily Allowance on tour compensates for additional expenses incurred on accommodation and food while away from headquarters. When the host organization provides both free boarding and free lodging, the official incurs no out-of-pocket expenditure for subsistence. Under service rules, when complete boarding and lodging are provided free of cost, the entitlement to the lump sum Daily Allowance drops to zero percent.

13. (A) The official must produce actual hotel bills/ receipts
Reimbursement of hotel accommodation charges during an official tour is governed by actual expenditure rules up to prescribed pay-level ceilings. To claim reimbursement for lodging, an employee must submit original, valid tax invoices or hotel receipts showing the actual amount paid. Claims presented without supporting original expenditure vouchers or valid proof of payment are inadmissible under government financial regulations.

14. (A) II, III, IV, I, V
Processing a tour claim follows a sequential administrative procedure starting with obtaining prior approval of the tour program from the competent authority. Following approval, the employee may draw a travelling advance before performing the journey. After completing the tour, the final Travelling Allowance bill must be formally submitted, which is subsequently subjected to detailed scrutiny and audit by the Drawing and Disbursing Officer.

15. (A) I, II and III
Under Seventh Central Pay Commission rules, food expenses on tour are reimbursed based on actual bills up to prescribed daily ceiling limits, local transit is reimbursed as mileage, and Daily Allowance is disallowed during regular leave. However, travel by premium trains is permitted across various pay levels based on specific entitlements rather than being restricted exclusively to Level 10 and above.

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16. (C) The cancellation charges are reimbursed by the government
When an official tour is cancelled due to administrative reasons or public interest after travel tickets have been purchased, the employee is protected from personal financial loss. Cancellation charges, service fees, and non-refundable ticket costs are fully reimbursed by the government. The employee must submit the original cancelled ticket along with a certificate from the competent authority verifying the cancellation.

17. (B) In public interest
Travelling Allowance on transfer is granted exclusively when the relocation of a government servant is ordered in the public interest. Public interest transfers necessitate administrative

movement between different stations. Conversely, transfers executed at the employee's own request or due to disciplinary actions do not qualify for transfer Travelling Allowance or Composite Transfer Grant, as they lack public interest justification.

18. (D) The claim should be rejected as TA is not admissible for transfers on own request
When a government employee requests a transfer for personal or family reasons, the resulting relocation is classified as a transfer on own request. Under service regulations, Travelling Allowance, travel fare reimbursement, and Composite Transfer Grant are strictly inadmissible for own-request transfers. The Head of Office must reject the claim, as government funds cannot cover non-public-interest transfers.

19. (B) 80% of the last drawn Basic Pay
Following Seventh Central Pay Commission recommendations, the Composite Transfer Grant for transfers in public interest involving a change of station beyond twenty kilometers is fixed at eighty percent of last drawn Basic Pay. This lump sum grant covers incidental relocation expenses. For transfers to or from island territories, the grant remains at one hundred percent of basic pay under specific conditions.

20. (C) One-third (33.33%) of Basic Pay
For short-distance transfers within twenty kilometers where an actual change of residence is necessitated due to the transfer, a reduced Composite Transfer Grant is payable. Under Seventh Pay Commission rules, the admissible Composite Transfer Grant in such cases is restricted to one-third, or thirty-three and one-third percent, of the employee's last drawn basic pay to offset localized shifting costs.

21. (A) Daily Allowance during stay at the new station
Transfer Travelling Allowance covers travel fares for the employee and family, transportation of personal effects, transportation of conveyance, and the Composite Transfer Grant. Daily Allowance is intended solely for temporary absence on official tour. Once an employee arrives at the new station on transfer, Daily Allowance for stay at the new station is inadmissible, as the new station becomes their permanent headquarters.

22. (D) Short-distance transfer ($<$ 20 km) with no change of residence — No CTG is admissible
Composite Transfer Grant compensates employees for expenses incurred in shifting their household. On short-distance transfers under twenty kilometers where no change of physical residence occurs, no Composite Transfer Grant is payable. Conversely, transfers on own request carry no allowance, transportation of personal effects requires valid receipts, and conveyance transportation entitlement depends on specific pay levels and limits.

23. (B) Within 6 months of the employee's date of joining the new post
When an employee's family does not travel concurrently during an official transfer, service rules permit them to perform the journey separately. To remain eligible for transfer Travelling Allowance, the family must complete their journey within six months from the date the government servant joins the new post. Delays beyond six months require formal sanction for time extension from competent authorities.

24. (C) Only one can claim the full CTG, while the other can claim 50% of their CTG
When both husband and wife are government employees transferred simultaneously to the same new station, duplicate household shifting expenses are avoided. Consequently, rules specify that one spouse may claim the full Composite Transfer Grant based on their pay, while the other spouse is entitled to fifty percent of their admissible grant, provided the relocation involves a shared domestic household.

25. (B) Both A and R are true but R is not the correct explanation of A
Transferred employees moving in public interest are entitled to transport personal effects by rail or road up to prescribed weight limits based on pay level. Eligibility for transfer allowances requires a station change, with twenty kilometers defining specific distance brackets for full grant entitlements. However, the distance limit alone does not explain why personal effects transportation entitlement is granted.

26. (A) TA on Retirement
Travelling Allowance on Retirement is a specialized benefit granted to retiring government servants to enable them and their eligible family members to settle at their declared home town or

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any selected place of residence. This concession includes travel fares, transportation costs for personal effects, and Composite Transfer Grant, mirroring entitlements available during public interest transfers.

27. (C) 1 year from the date of retirement
A retiring government servant must complete the journey to their home town or chosen place of settlement within one year from the date of superannuation or retirement. Travelling Allowance claims on retirement are valid only if travel and personal effect transportation occur within this one-year period. Extensions beyond one year require explicit administrative approval from the competent department.

28. (B) Composite Transfer Grant
Travelling Allowance on retirement incorporates the Composite Transfer Grant alongside reimbursement for personal travel fare and transportation of personal effects and conveyance. Other service allowances like Deputation Allowance, Overtime Allowance, or Children Education Allowance pertain to active service conditions and are not components of retirement travel benefits granted to assist superannuated employees during final settlement.

29. (A) One-third of CTG and local transportation cost of personal effects
When a retiring government servant chooses to settle permanently at their last station of duty rather than moving to an outstation home town, full transfer allowances are reduced. In such cases, the employee is entitled to one-third of the Composite Transfer Grant along with reimbursement for actual local transportation charges incurred for moving personal household effects.

30. (B) I and II only
For Travelling Allowance rules, 'family' includes the spouse regardless of earning status, and unmarried dependent daughters whose income does not exceed the minimum family pension plus dearness relief. Married daughters, even if residing with the employee, are excluded from the definition of dependent family unless specific statutory exceptions apply, making unconditional inclusion of married daughters incorrect.

31. (C) 25 years
Under standard Travelling Allowance regulations, a son is treated as a dependent family member until he reaches twenty-five years of age, provided he remains unmarried and unemployed. Upon attaining twenty-five years, he ceases to be part of the family for travel benefits, unless he suffers from permanent physical or mental disability that renders him incapable of earning a livelihood.

32. (C) ₹9,000 + Dearness Relief
A family member, excluding the spouse, is deemed dependent on the government servant if their total monthly income from all sources does not exceed nine thousand rupees plus the prevailing Dearness Relief rate. Crossing this financial ceiling disqualifies the family member from dependency status, making them ineligible for Travelling Allowance benefits, medical concessions, and other service-related dependency entitlements.

33. (C) 1 year
If a government servant dies while in service, the bereaved family is entitled to Travelling Allowance to travel to their home town or chosen place of settlement. To avail of this benefit, the family must complete the journey and transport personal effects within one year from the date of the employee's death, subject to extension by competent authorities.

34. (D) Married daughters residing with their husbands are considered dependents for TA if the government servant provides an affidavit.
Married daughters residing with their husbands are legally excluded from the definition of dependent family for Travelling Allowance purposes, and affidavits cannot override this statutory exclusion. Conversely, higher class travel at personal expense, dependent step-children, and dependent orphaned siblings meet regulatory requirements under specified conditions, making the assertion regarding married daughters false under service rules.

35. (A) A journey calculated according to distance travelled
Mileage Allowance is an allowance calculated on the basis of distance travelled to cover the expenses of a journey performed by road, rail, air, or sea. It serves as a specific component of Travelling Allowance designed to reimburse

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transportation costs proportionate to the actual kilometers covered during official travel, separate from daily subsistence or accommodation expenses.

36. (C) 70%
Under the Seventh Pay Commission guidelines, Daily Allowance for tour duration on a given calendar day is calculated on a percentage scale based on total hours of absence from headquarters. An absence exceeding six hours but not exceeding twelve hours entitles the employee to seventy percent of the daily lump sum allowance allocated for incidental expenses and subsistence.

37. (A) Up to 6 hours: 30%, Between 6 and 12 hours: 70%, More than 12 hours: 100%
Daily Allowance entitlement on tour is determined by the total period of absence from headquarters in a calendar day. The prescribed slab structure grants thirty percent for absence up to six hours, seventy percent for absence exceeding six hours but up to twelve hours, and one hundred percent for continuous absence exceeding twelve hours during the official tour.

38. (D) The claim should be restricted to 30% because the total absence is exactly 6 hours
Absence from headquarters is calculated strictly based on total elapsed time between departure and return. From 08:00 AM to 02:00 PM represents exactly six hours of total absence. Under standard Daily Allowance percentage slabs, an absence of up to six hours qualifies for thirty percent of the daily allowance rate. Crossing noon or crossing half-days does not alter elapsed time.

39. (B) Departure from duty point/residence at headquarters to return time
The duration of absence for calculating Daily Allowance on tour is reckoned from the moment the official departs from their duty point or residence at headquarters to the precise time they return to headquarters or residence. Calculation relies on actual travel commencement and completion times rather than train schedules or reporting times at outstation destinations.

40. (C) Reimbursed on actual bills up to a ceiling based on Pay Level
Following Seventh Central Pay Commission rules, reimbursement for food expenses incurred during an official tour is made on an actual expense basis. The employee must produce valid vouchers or bills, and reimbursement is restricted to prescribed daily financial ceilings determined by the official's Pay Level in the Pay Matrix. Unvouched lump-sum food payments are no longer permitted.

41. (D) DA is strictly not admissible for the day spent on Casual Leave
Daily Allowance is intended to compensate for subsistence costs during active official duty while on tour. If an employee takes Casual Leave during a tour, official duty is suspended for that day. Consequently, Daily Allowance is strictly inadmissible for any calendar day spent on leave, as the government does not fund non-duty days during tour periods.

42. (A) Yes, provided they are in camp and not on leave
A government servant on tour is entitled to draw Daily Allowance for Sundays and public gazetted holidays falling within the tour period. The primary condition is that the official must remain in camp at the tour station and not take leave. Remaining at the outstation location maintains operational availability, justifying daily allowance eligibility during holidays.

43. (C) Pay Level 6 to 8 — AC First Class by Train
Under Seventh Pay Commission travel entitlements, Pay Levels 6 to 8 are entitled to travel by AC II Tier or AC Chair Car in trains, not AC First Class. AC First Class is restricted to higher pay levels, such as Pay Level 12 and above. Therefore, pairing Pay Levels 6 to 8 with AC First Class represents an incorrect match.

44. (B) Basic Pay in the Pay Level
Following implementation of Seventh Central Pay Commission recommendations, travel entitlements for official tours, transfers, and retirement are determined primarily by the employee's Basic Pay within their assigned Pay Level in the Pay Matrix. Grade Pay and traditional Class classifications (Group A, B, or C) were replaced by the Pay Level structure to determine travel class eligibility.

45. (A) Both A and R are true and R is the correct explanation of A
Under Central Government rules, entitlement for domestic air travel on tour begins at Pay

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Level 9. Employees drawing pay in Level 7 are entitled to AC II Tier by train and cannot travel by air without prior relaxation from competent authorities. Therefore, the general threshold starting at Level 9 directly explains why a Level 7 employee lacks standard air entitlement.

46. (D) Pay Level 9
Under the Seventh Pay Commission recommendations, the standard minimum Pay Level required for Central Government employees to be automatically entitled to domestic air travel (Economy Class) on official tours is Pay Level 9. Employees below Pay Level 9 must travel by rail or road unless specific administrative relaxation is granted by the competent authority.

47. (B) AC II Tier / Executive
Government employees drawing pay in Level 10 of the Pay Matrix are entitled to travel by AC II Tier or Executive Class in premium trains like Rajdhani, Shatabdi, and Duronto Express. This entitlement ensures comfortable transport aligned with their pay hierarchy while performing official duties, whereas AC First Class in premium trains is reserved for higher pay levels.

48. (B) AC II Tier
An employee drawing basic pay in Level 6 of the Pay Matrix is entitled to travel by AC II Tier or AC Chair Car in trains for official journeys on tour or transfer. Travel in AC First Class is inadmissible at this level, while lower options like Sleeper Class are below their authorized entitlement.

49. (B) The fare of the lower class by which they actually travelled
Travelling Allowance regulations operate strictly on a reimbursement basis for actual expenses incurred up to entitlement limits. If a government servant travels by a train class lower than their authorized entitlement, reimbursement is restricted strictly to the fare of the lower class actually used. Claiming the higher entitled fare without performing travel in that class violates financial rules.

50. (A) I, II and III
Government regulations mandate booking air tickets through authorized travel agents, specifically Balmer Lawrie & Co., Ashok Travels & Tours, and IRCTC. Officials are encouraged to choose competitive fares within their travel window. Private booking portals like MakeMyTrip are strictly prohibited, regardless of price comparisons, making claims booked through unauthorized private websites non-reimbursable.

51. (B) Non-AC Taxi
For road journeys on official tour, an employee in Pay Level 8 is entitled to travel by non-AC taxi, auto-rickshaw, or public bus. AC taxi travel is generally reserved for higher pay levels (Level 14 and above or Level 12 and above under specific rules). Therefore, Non-AC taxi represents the maximum authorized road travel class for Level 8.

52. (C) Rates prescribed by the State/UT Directorate of Transport
When a government official performs an authorized road journey using their personal motor car, mileage allowance reimbursement is calculated using prescribed rates published by the local State or Union Territory Directorate of Transport. Rather than calculating actual fuel consumption or train equivalents, administrative rules enforce uniform transport department rates per kilometer for vehicle expense claims.

53. (A) Boarding pass along with the travel ticket
To claim reimbursement for air travel, government servants must submit the original electronic flight ticket along with the original physical or digital boarding pass. The boarding pass serves as mandatory documentary proof that the air journey was actually performed by the official. Claims submitted without boarding passes face audit objections and rejection unless formally condoned.

54. (D) Reimbursement is restricted to the fare of the entitled class by train
When an unentitled employee travels by air due to exigent circumstances without prior sanction, post-facto relaxation must be sought. If competent authorities deny ex-post-facto approval for air travel, the monetary claim is not totally rejected. Instead, reimbursement is restricted to the train fare of the class to which the employee is regularly entitled by rail.

55. (B) Train travel entitlements
Under Supplementary Rules governing sea and river steamer journeys, passenger vessel

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accommodation classes are classified to correspond directly with rail travel classes. Entitlements for steamer travel (such as highest class, middle class, or lowest class) are defined parallel to an official's rail travel entitlement based on their Pay Level, ensuring standardized transit benefits across different travel modes.

56. (C) Dynamic fare pricing (Flexi-fare) is strictly non-reimbursable.
Dynamic fare pricing (Flexi-fare) charged by Indian Railways on premium trains like Rajdhani and Shatabdi is fully reimbursable for entitled employees traveling on official tour. Tatkal charges, cancellation fees for cancelled tours, and authorized agent service charges are also reimbursable. Therefore, declaring dynamic fare pricing as strictly non-reimbursable represents an incorrect statement.

57. (D) Restricted to the fare of the shortest route
Travelling Allowance is calculated based on the shortest and cheapest route between headquarters and the destination. If an official travels via a longer route for personal convenience without prior administrative approval, reimbursement is restricted to the fare of the shortest approved route. The employee must personally bear any additional expenditure incurred due to the deviation.

58. (A) Restrict the reimbursement to the fare of AC II Tier by the same train
An official in Pay Level 12 is entitled to AC II Tier for train journeys. Traveling in AC First Class without prior authorization from the competent authority violates travel entitlements. In processing the claim, the Accounts Officer must restrict reimbursement to the AC II Tier fare for that train, leaving the price differential to be borne personally by the official.

59. (B) Thomas Cook India Ltd
Central Government rules specify exactly three authorized travel agencies for purchasing air tickets on official travel: Balmer Lawrie & Company Limited, Ashok Travels & Tours, and Indian Railway Catering and Tourism Corporation (IRCTC). Private commercial travel agencies, such as Thomas Cook India Ltd, are not authorized, and tickets purchased through them are non-reimbursable.

60. (B) Allowed if the tour is at short notice
Reimbursement of Tatkal premium charges for train tickets is permissible under Travelling Allowance rules when an official journey is ordered at short notice in the public interest. When urgent official duties necessitate immediate travel precluding regular advance booking, Tatkal charges incurred to secure travel accommodation are fully reimbursable upon approval by the Controlling Officer.

61. (A) On actual bills, subject to a ceiling limit
Reimbursement for hotel accommodation charges during an official tour is processed on an actual expense basis. Employees must submit original, valid hotel tax invoices, and reimbursement is restricted up to maximum prescribed daily ceiling limits fixed for their respective Pay Level. Expenses exceeding the pay-level ceiling must be paid by the employee personally.

62. (C) Lump sum Daily Allowance
Under Seventh Pay Commission Travelling Allowance rules, the daily allowance for travel within city or incidental daily expenses is paid as a lump sum amount without requiring production of actual vouchers. Conversely, hotel accommodation, rail/air travel tickets, and food bills require submission of valid original receipts and vouchers to claim reimbursement up to prescribed limits.

63. (C) 100%
A government servant proceeding on an official tour may apply for a Travelling Allowance advance to meet anticipated travel expenses. Administrative rules permit granting a TA advance up to one hundred percent of the estimated travelling and daily allowance expenses for the tour. This advance prevents personal financial hardship during the performance of official duties.

64. (C) Travel fare for self and family, plus CTG
An advance of Travelling Allowance on transfer is sanctioned to assist an employee moving in public interest. The advance covers up to one hundred percent of estimated travel fares for the employee and eligible family members, transportation costs for personal effects, and the admissible Composite Transfer Grant, ensuring smooth relocation without immediate out-of-pocket financial distress.

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65. (A) Both A and R are true and R is the correct explanation of A
A Travelling Allowance advance is granted exclusively to cover anticipated expenses for an approved official journey. If the scheduled tour is cancelled, the justification for holding government funds ceases immediately. Consequently, the advance must be refunded in full without delay, making the operational purpose of the advance the direct reasoning for mandatory immediate refund upon tour cancellation.

66. (C) 60 days
Following completion of an official tour, a government servant must submit their Travelling Allowance claim within sixty days from the date the journey concludes. If the claim is not preferred within this prescribed sixty-day timeline, the right to the allowance is forfeited, unless the delay is formally condoned by competent authorities upon valid justification.

67. (B) 60 days from the date of joining the new post
A Travelling Allowance claim for a journey performed on official transfer must be submitted within sixty days from the date the employee joins the new post. Failure to submit the adjustment claim within this statutory sixty-day period results in forfeiture of the claim, requiring special administrative condonation from competent authorities to process late submissions.

68. (C) The right to the claim is forfeited
Financial rules mandate that Travelling Allowance claims must be submitted within prescribed time limits—sixty days for tours and transfers. If an employee fails to submit the claim within this period without obtaining formal condonation of delay from a competent authority, the right to claim Travelling Allowance is forfeited, resulting in non-payment of the travel expenses.

69. (A) 15 days
When a government servant draws an advance for an official tour, the final Travelling Allowance adjustment bill must strictly be submitted within fifteen days from the date of completion of the tour. Prompt submission ensures timely settlement of government funds, and failure to adjust the advance within fifteen days invites penal recovery from salary.

70. (A) I and II only
A second TA advance cannot be granted while a previous advance remains unadjusted, and failure to submit adjustment bills within stipulated timelines triggers recovery from salary. However, Controlling Officers lack absolute power to waive boarding pass requirements arbitrarily, as strict Ministry guidelines govern exceptions. Thus, statements I and II represent correct financial and administrative rules.

71. (B) By obtaining a duplicate ticket or certificate from railway authorities
When an employee loses a train ticket purchased for official travel, a simple written application is insufficient for audit clearance. To substantiate the Travelling Allowance claim, the employee must approach railway authorities to obtain a certified duplicate ticket or passenger railway certificate confirming travel performance and fare payment, satisfying statutory audit requirements for public funds expenditure.

72. (C) TA Bill Register (Form TR 22)
The Travelling Allowance Bill Register, maintained under Treasury Form TR 22, is the prescribed statutory register used by Drawing and Disbursing Officers to record, track, and monitor all TA advances and final claims passed for employees. It ensures financial control, prevents duplicate claims, and maintains an auditable trail of official travel disbursements within the establishment.

73. (C) 6000 kg
Under Seventh Pay Commission transfer rules, employees drawing pay in Level 6 and above (including Level 9) are entitled to transport up to six thousand kilograms (6000 kg) of personal effects by goods train or sea at government expense. Transporting personal effects within this weight ceiling is fully reimbursable upon producing valid transportation vouchers.

74. (A) Goods train cost or road rate for entitled weight, whichever is less
When a transferred government servant transports personal effects by road between two stations connected by rail, reimbursement is financially regulated. The claim is restricted to the maximum entitlement calculated based on prescribed goods train freight rates or the actual road transport rates for the entitled weight limit,

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whichever amount is lower, protecting public revenues.

75. (B) The claim is approved as Level 6 and above are entitled to transport a car
Under Travelling Allowance rules on transfer, employees drawing basic pay in Level 6 and above are entitled to transport one personal motor car at government expense between duty stations. For maritime transfers to island territories like Andaman and Nicobar, actual freight charges for shipping the car are fully reimbursable upon producing valid shipment receipts.

76. (B) Pay Level 6
Under Seventh Pay Commission transfer provisions, Pay Level 6 represents the threshold pay level for motor car transportation entitlement. Employees in Pay Level 6 and above are entitled to claim reimbursement for transporting one personal motor car during official transfers. Employees below Pay Level 6 are restricted to transporting a two-wheeler (motorcycle or scooter).

77. (A) Train or approved commercial road transport
Reimbursement for transporting a personal conveyance on official transfer is admissible when the vehicle is moved via passenger or goods train, or through recognized, licensed commercial road transport operators. The employee must produce valid transportation bills and receipts demonstrating actual carriage of the vehicle between the old and new stations to obtain reimbursement.

78. (C) Original money receipts and railway/lorry receipts
To claim reimbursement for transporting personal effects during an official transfer, an employee must submit original money receipts and railway receipts or lorry receipts (consignment notes) issued by authorized transporters. These documents serve as compulsory audit proof verifying actual weight transported, freight charges paid, and transit performance between old and new stations.

79. (D) No, they are personal liabilities and not reimbursable
Toll taxes, Octroi duties, entry taxes, and packing charges incurred during the transportation of personal household effects on transfer are not reimbursable under Travelling Allowance rules. Service provisions treat these incidental municipal levies and packing expenses as personal liabilities covered within the lump sum Composite Transfer Grant granted to the transferred employee.

80. (C) LTC TA covers travel fare only, with no Daily Allowance
Leave Travel Concession Travelling Allowance differs fundamentally from official tour Travelling Allowance because LTC covers exclusively the actual travel fare for entitled transport classes. During LTC journeys, no Daily Allowance, hotel accommodation reimbursement, or local mileage allowance is admissible, as LTC is a welfare concession rather than an operational movement performed in public interest.

81. (C) 90%
Under Central Civil Services (Leave Travel Concession) Rules, a government servant may draw an advance to meet travel expenses for themselves and eligible family members. The maximum admissible LTC advance is restricted to ninety percent of the estimated travel fare. The remaining ten percent is settled upon submission of the final adjustment claim after travel completion.

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82. (D) Entitled to travel fare of entitled class on AMA certificate
Under Central Services (Medical Attendance) Rules read with Travelling Allowance regulations, a government servant referred for specialized medical treatment to another city by the Authorized Medical Attendant is entitled to travel fare reimbursement. The travel fare corresponds to the employee's regular entitled travel class, provided the mandatory AMA referral certificate is submitted.

83. (A) If the AMA certifies that the patient cannot travel alone
When a government employee or dependent relative is referred for outstation medical treatment, Travelling Allowance for an accompanying attendant is reimbursable only if the Authorized Medical Attendant formally certifies that the patient is physically incapable of travelling alone. The attendant's travel entitlement is governed by the patient's authorized travel class under medical rules.

84. (C) TA as on tour (travel fare and Daily Allowance as per rules)
When a government servant is deputed by competent authority to attend an outstation training programme in public interest, the period of training is treated as duty. Consequently, the employee is entitled to Travelling Allowance as on tour, which includes travel fare to and from the training center and Daily Allowance subject to training rules.

85. (A) Both A and R are true and R is the correct explanation of A
Under Travelling Allowance rules, continuous halts at a single outstation training location exceeding 180 days cause the station to be classified as a temporary headquarters. Consequently, Daily Allowance ceases after 180 days. Thus, the regulatory principle treating extended halts as temporary headquarters directly explains why Daily Allowance payment stops beyond the 180-day limit.

86. (B) Not eligible for any lump sum Daily Allowance
Daily Allowance on tour or training compensates for additional subsistence expenses incurred while away from headquarters. When a training institute or host organization provides both free boarding and free lodging to the participant, the official incurs no personal board or room expenditure. Under current rules, no lump sum Daily Allowance is admissible in such cases.

87. (B) TA on Transfer
When a government employee proceeds on deputation to another government department or organization located at a different station, the movement involves a change of headquarters. Therefore, Travelling Allowance for deputation to an outstation post is governed strictly by the rules applicable to Travelling Allowance on Transfer, including travel fare and transfer grants.

88. (C) Invalid, because training is at headquarters without outstation travel
Daily Allowance on tour or training compensates for additional expenditure incurred during outstation travel away from headquarters. When an official attends a training course located within the same municipal limits or headquarters station, no outstation movement occurs. Consequently, Daily Allowance is strictly invalid, as local duty at headquarters does not attract tour allowances.

89. (D) not admissible under TA rules.
Journeys undertaken by candidates or selected individuals to obtain a medical certificate of fitness prior to initial appointment to government service are performed before entering public employment. Travelling Allowance rules apply exclusively to serving government servants. Therefore, travel expenses incurred for pre-employment medical examinations are not admissible under Travelling Allowance regulations.

90. (A) I, II and III
Outstation training exceeding 180 days is treated as temporary transfer, onward and return travel fares are reimbursable, and Daily Allowance is subject to standard deductions when meals are provided. However, employees cannot claim both Daily Allowance and HRA for the training station simultaneously, making statements I, II, and III correct under travel regulations.

91. (B) Delayed submission of claim past 60 days without condonation.
Financial regulations enforce strict time limits for presenting monetary claims against government accounts. Submitting a Travelling Allowance bill beyond the prescribed sixty-day limit without obtaining formal condonation of delay from competent authorities creates a serious audit objection. Such delayed claims violate budgetary rules and lead to forfeiture or rejection during statutory audit scrutiny.

92. (B) Fully admissible up to 180 days; no DA payable beyond 180 days.
Under Travelling Allowance rules, Daily Allowance for a continuous halt at a single outstation location during tour or temporary duty is payable for a maximum period of 180 days. Beyond 180 days of continuous stay at one location, Daily Allowance ceases entirely, as the location is deemed to become a temporary headquarters.

93. (A) Only Mileage Allowance for distance travelled
For official travel performed within an employee's headquarters or urban agglomeration exceeding short threshold limits, the journey is treated as a local journey rather than an outstation tour.

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When using a personal vehicle for such official local duties, the employee is entitled strictly to Mileage Allowance per kilometer, without eligibility for Daily Allowance.

94. (C) DA is not admissible for that day.
Daily Allowance is granted to reimburse daily subsistence expenses incurred while performing official duties on tour. If an employee avails of a Restricted Holiday or casual leave during a tour for personal reasons, official work is suspended. Consequently, Daily Allowance is strictly non-admissible for that day, though overall travel fare remains valid.

95. (A) Both A and R are true and R is the correct explanation of A
Travelling Allowance regulations enforce a strict sixty-day limit for submitting claims following journey completion. Failure to submit within this window causes forfeiture. Financial rules impose this timeline to maintain effective budgetary control and prevent stale, unverifiable claims, directly explaining why non-submission within sixty days leads to forfeiture of the travel claim.

96. (C) To verify necessity and duration of journey in public interest.
Before countersigning a Travelling Allowance bill, the Controlling Officer bears primary administrative responsibility to verify that the official journey was genuinely necessary in the public interest. The officer must scrutinize the duration, travel mode, and route taken to ensure strict compliance with service rules and financial propriety before authorizing public funds disbursement.

97. (B) Time-barred unless delay is condoned by competent authority.
Submitting a Travelling Allowance claim on retirement 90 days after completing the journey exceeds the standard statutory 60-day submission window. Under financial rules, the claim becomes time-barred upon crossing the 60-day limit. However, the claim is not permanently forfeited if the delayed submission is formally condoned by the competent authority upon valid justification.

98. (D) Yes, but entitlement is limited to the fare to their home town.
Retiring government servants are permitted to settle at a location other than their officially declared home town. In such cases, Travelling Allowance on retirement is admissible for travel and shifting to the chosen place of residence, but total financial reimbursement is capped strictly at what would have been admissible for travel to their declared home town.

99. (B) 20 kilometers
To claim the full Composite Transfer Grant upon superannuation or retirement, the physical distance between the last station of duty and the new town of settlement must exceed twenty kilometers. If the settlement location lies within twenty kilometers, reduced transfer provisions apply, requiring an actual change of residence to claim a partial grant.

100. (C) 1 year from the date of retirement
A government servant retiring on superannuation is allowed a time window of one year from the effective date of retirement to complete their journey and transport household goods to their declared home town or chosen place of residence. Travelling Allowance claims on retirement must be based on journeys completed within this statutory one-year period.

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(B) The unutilized amount can be carried forward to the next LTC block.
(C) The unutilized amount is forfeited by the government as penalty.
(D) The unutilized amount must be refunded immediately upon submission of the final bill.

48. An official takes an LTC advance of ₹40,000 for a journey scheduled on 1st November. Due to unforeseen circumstances, the journey is cancelled. What is the statutory requirement regarding the advance?
(A) The official can keep the advance if they plan to reschedule the journey within 90 days.
(B) The advance is recovered in 10 equal monthly installments.
(C) The advance must be refunded immediately in a lump sum.
(D) The advance can be adjusted against leave encashment.

49. Which of the following documents is strictly NOT required to be submitted along with the final LTC claim for rail travel?
(A) Original train tickets showing the ticket numbers and passenger details.
(B) A certificate from the local police station verifying the visit.
(C) Valid PNR number details along with transaction confirmation records.
(D) Self-declaration of dependency of family members traveling on LTC.

50. Consider the following statements regarding the requirement of boarding passes for air travel on LTC:
I. Submission of original boarding passes is strictly mandatory for the settlement of air travel claims.
II. If boarding passes are lost, the claim is automatically and permanently rejected with no alternative recourse.
III. In exceptional cases of lost boarding passes, a self-declaration along with a certificate from the airline verifying the travel can be considered.
Which of the above statements is/are correct?
(A) I and II
(B) I and III
(C) II and III
(D) III only

51. Under standard LTC rules, which of the following travel modes is NOT permissible for claiming reimbursement?
(A) Travel by a private vehicle/taxi owned by the official
(B) Premium trains like Rajdhani or Shatabdi for entitled officers
(C) State Transport Corporation buses
(D) Air travel through authorized agents for entitled officers

52. When an official claims leave encashment along with LTC, what is the maximum number of days of Earned Leave that can be encashed per LTC block?
(A) 10 days
(B) 15 days
(C) 30 days
(D) 60 days

53. What is the maximum number of days of Earned Leave that can be encashed along with LTC during the entire career of a government servant?
(A) 30 days
(B) 60 days
(C) 120 days
(D) 300 days

54. What is the essential condition regarding the balance of Earned Leave (EL) at the credit of the official after deducting the EL encashed for LTC?
(A) A balance of at least 15 days of EL must remain.
(B) A balance of at least 30 days of EL must remain.
(C) A balance of at least 60 days of EL must remain.
(D) There is no minimum balance requirement; the entire EL can be encashed.

55. If both husband and wife are government servants, how is the leave encashment limit applied?
(A) They share a combined maximum total limit of 60 days of leave encashment in their entire service careers.
(B) Each is independently entitled to encash up to 60 days in their respective careers.
(C) Only one spouse can encash leave during a particular block year, regardless of their individual service length.
(D) They can both encash leave, but the per-block limit is reduced to 5 days for each

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8. Which of the following best describes the fundamental distinction between Home Town LTC and Anywhere in India LTC?
(A) Home Town LTC is granted once every two years for hometown travel, while Anywhere in India LTC is granted once in four years.
(B) Home Town LTC covers all eligible family members, whereas Anywhere in India LTC is strictly restricted to the employee alone.
(C) Home Town LTC permits travel to the declared hometown, while Anywhere in India LTC allows travel to any destination in India.
(D) Home Town LTC allows free air travel across all pay levels, whereas Anywhere in India LTC strictly restricts travel to rail mode.

9. An official placed under suspension on 10th May 2023 wishes to process an LTC claim. During the suspension period, their spouse and dependent children wish to travel to their declared Home Town under the LTC scheme in October 2023. Which of the following administrative decisions is correct?
(A) The claim is entirely invalid for all family members because the principal beneficiary is currently placed under suspension.
(B) The claim is valid, and the suspended official can also accompany them after obtaining explicit permission from the disciplinary authority.
(C) The claim is held in abeyance and can only be permitted retrospectively if the official is exonerated in the disciplinary case.
(D) The claim is valid for family members, though the suspended official cannot travel with them on LTC during suspension.

10. The standard block year system for "Anywhere in India" LTC consists of a period of:
(A) Two consecutive calendar years
(B) Three consecutive calendar years
(C) Four consecutive calendar years
(D) Five consecutive calendar years

11. The current standard block year for "Anywhere in India" LTC is designated as:
(A) 2018–2021
(B) 2022–2025
(C) 2024–2027
(D) 2020–2023

12. Read the following statements regarding Leave Travel Concession (LTC) and select the correct option:
Assertion (A): An employee can avail Home Town LTC every year if they agree to forfeit the "Anywhere in India" LTC entirely.
Reason (R): The LTC rules permit the conversion of all blocks into an annual Home Town concession for officials whose headquarters and Home Town are the same.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

13. Which of the following defines the standard two-year block for Home Town LTC under current rules?
(A) 2021–2022 and 2023–2024
(B) 2022–2023 and 2024–2025
(C) 2020–2021 and 2022–2023
(D) 2021–2023 and 2024–2026

14. Identify the correct pair regarding the LTC block year rules:
(A) Home Town LTC Block — 4 Years
(B) Anywhere in India LTC Block — 2 Years
(C) Grace Period for Carry Forward — 1 Year
(D) Block Year Calculation — Financial Year (April to March)

15. A government servant who fails to avail the LTC within a particular block year is permitted to carry it forward. What is the maximum duration of this grace period?
(A) Six months into the next block year
(B) The first year of the next block year
(C) Two years into the next block year
(D) Carry forward is strictly not permitted under current rules

16. If an official carries forward the Home Town LTC for the block 2020–2021 and avails it in 2022, what happens to their entitlement for the 2022–2023 block?
(A) The entitlement for 2022–2023 is forfeited permanently because two LTCs cannot be claimed in the same calendar year.
(B) They can only claim Anywhere in India LTC during 2022–2023, while the Home Town facility for that block lapses completely.
(C) Their entitlement for 2022–2023 remains

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32. Consider the following statements regarding the eligibility of female government employees to claim LTC for dependents:

I. A female employee can claim LTC for her wholly dependent parents.

II. A female employee has the option to claim LTC for her wholly dependent parents-in-law instead of her own parents.

III. Once the female employee chooses to claim parents-in-law as dependents, she can change this choice to her own parents in the next block.

IV. The condition of residing with the female employee applies strictly to parents-in-law.

Which of the above statements is/are correct?

(A) I and II only
(B) I, II, and IV only
(C) I, III, and IV only
(D) II, III, and IV only

33. Until what age is an unmarried son considered a dependent family member for LTC, assuming the income criteria is met?

(A) 18 years
(B) 21 years
(C) 25 years
(D) No age limit applies as long as he is unemployed and dependent.

34. What is the dependency rule regarding an unmarried daughter of a government servant for LTC?

(A) She is eligible only up to 25 years of age, regardless of her employment or marital status.
(B) She is eligible up to 30 years of age, provided she remains unmarried during that period.
(C) She is eligible without any age limit, provided she is wholly dependent.
(D) She is ineligible once she graduates from college or attains 21 years of age, whichever is earlier.

35. Identify the incorrect statement regarding the dependency criteria for brothers and sisters:

(A) Married sisters can be claimed as dependents if their income is below the prescribed limit.
(B) Minor brothers are eligible up to the age of majority.
(C) Unmarried sisters are eligible regardless of age, provided they are wholly dependent.
(D) Widowed or divorced sisters are eligible if they reside with the government servant and are wholly dependent.

36. An official is planning to claim LTC for his mother. His father is deceased, and his mother receives a family pension of ₹11,000 per month (excluding Dearness Relief). Based on standard LTC rules, what is the status of the mother's eligibility?

(A) She is eligible because a widowed mother receiving pension is always deemed dependent under civil service rules.
(B) She is eligible because family pension drawn by parents is exempted from income calculation for LTC dependency.
(C) She is ineligible because her income exceeds the prescribed dependency limit of ₹9,000 per month.
(D) She is eligible for travel reimbursement but restricted to 50% of the total fare incurred during the journey.

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37. Which procedure is mandatory for an employee to establish the dependency of parents for the purpose of LTC?

(A) Self-declaration by the government servant confirming dependency and income limit.
(B) Submission of parents' Income Tax Returns for the last three consecutive financial years.
(C) An official affidavit signed and attested by the District Magistrate of the parents' residence.
(D) A formal dependency certificate issued by the local Member of Parliament or Legislative Assembly.

38. A government servant whose spouse works in a Central Public Sector Undertaking (CPSU) that offers a separate LTC facility wishes to avail LTC. What is the rule in this scenario?

(A) The government servant is entirely debarred from claiming LTC if the spouse works in a Public Sector Undertaking.
(B) Both the government servant and the spouse can claim their respective LTC facilities independently for the same block.
(C) The spouse in the CPSU must surrender their facility, and they must both use the government servant's LTC.
(D) The couple must declare in writing that they will avail the LTC facility from only one source for the entire family.

39. A government official whose pay matrix falls in Level 12 undertakes travel by a private airline under LTC. Under normal circumstances (excluding special relaxation schemes), what is

Home Town of the official.

24. Can an official substitute their Home Town LTC with "Anywhere in India" LTC?
(A) Yes, both Home Town blocks in a four-year period can be substituted.
(B) No, substitution is strictly prohibited; they are distinct entitlements.
(C) Yes, one Home Town block in a four-year block can be substituted by Anywhere in India LTC.
(D) Yes, but only for officials whose headquarters are located in the North Eastern Region or Union Territories.

25. Consider the following destinations:
I. Andaman and Nicobar Islands
II. Lakshadweep
III. Nepal
IV. Bhutan
Which of the above destinations are explicitly excluded from the definition of "Anywhere in India" for the purpose of LTC?
(A) I and II only
(B) II and IV only
(C) III and IV only
(D) I, III, and IV only

26. What happens if a government employee and their family members travel in different batches to the same destination under the "Anywhere in India" LTC block?
(A) Permissible, provided journeys are completed within the block year or grace period.
(B) It is not permissible under LTC rules; all family members must travel together with the official in a single batch.
(C) It is permissible, but the employee must personally accompany each batch of family members during their journey.
(D) It is permissible, but an advance can only be drawn for the first batch of family members traveling to the destination.

27. Under the definition of "Family" for LTC purposes, who among the following is NOT included regardless of dependency?
(A) Government servant's spouse
(B) Married daughters
(C) Step-children wholly dependent on the government servant
(D) Government servant's parents

28. Read the following statements regarding Leave Travel Concession (LTC) and select the correct option:
Assertion (A): The spouse of a government servant is always considered part of the "family" for LTC purposes, irrespective of their independent income.
Reason (R): The income criteria of dependency apply strictly to parents, minor brothers, and sisters, but not to the spouse.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

29. What is the current prescribed maximum income limit per month for a family member to be considered "wholly dependent" for LTC purposes?
(A) ₹3,500 plus Dearness Relief
(B) ₹9,000 plus Dearness Relief
(C) ₹15,000 plus Dearness Relief
(D) ₹21,000 plus Dearness Relief

30. Which of the following categories of children are eligible to be claimed as dependents for LTC, provided they meet the age and income criteria?
(A) Biological children who are unmarried and wholly dependent on the government servant for their sustenance.
(B) Biological and legally adopted children only, provided they satisfy the age and income dependency criteria.
(C) Biological, legally adopted, and step-children residing with and wholly dependent on the official.
(D) Biological children and married daughters who reside permanently with the government servant's family.

31. Are the parents-in-law of a male government servant eligible to be included in his family for LTC purposes?
(A) Yes, if they reside with him and are wholly dependent.
(B) Yes, provided his own parents are deceased.
(C) Yes, but only for Home Town LTC, not for Anywhere in India LTC.
(D) No, parents-in-law are not eligible for a male government servant.

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unaffected and can be availed independently of the carried-forward block.
(D) The 2022–2023 block must be mandatorily carried forward to 2024 without permission to utilize it in 2022 or 2023.

17. Which of the following statements regarding the declaration of "Home Town" is incorrect?
(A) The declaration must be formally made to the Controlling Officer before the first LTC entitlement is availed.
(B) Once declared, the Home Town can never be changed under any circumstances during the entire service.
(C) The Home Town cannot be designated as the exact same place where the headquarters of the government servant is situated.
(D) The declared Home Town need not necessarily correspond to the place of birth of the government servant.

18. What is the prescribed frequency for changing a declared Home Town under standard LTC rules?
(A) Only once during the entire service career
(B) Once during every four-year block period
(C) Twice during the entire service career
(D) Change of Home Town is not permissible

19. A government official, originally from Kerala, declares Thiruvananthapuram as his Home Town. He missed availing his Home Town LTC for the block 2022-2023. In October 2024, he applies to avail this missed LTC. What will be the administrative response?
(A) Accepted, because the one-year grace period extends until 31st December 2024.
(B) Rejected, because carry-forward must be utilized by March of the following year.
(C) Rejected, because Home Town LTC cannot be carried forward, only Anywhere in India can.
(D) Accepted, but the journey must be completed before 31st October 2024.

20. If a government servant's headquarters and declared Home Town are the same, what is their LTC entitlement?
(A) They can avail Home Town LTC to travel to any neighboring district within a radius of one hundred kilometers.
(B) They are completely ineligible for both Home Town LTC and Anywhere in India LTC during their entire service.
(C) They are not eligible for Home Town LTC but remain eligible for Anywhere in India LTC.
(D) They can claim a lump sum compensatory allowance in lieu of Home Town LTC upon submission of an application.

21. Consider the following statements regarding the declaration of Home Town for LTC:
I. The criteria for accepting a place as Home Town is based solely on where the employee's parents currently reside.
II. A government servant can declare a place as Home Town if they own immovable property there.
III. The Head of Department may require the official to produce documentary evidence to substantiate the claim of Home Town.
Which of the above statements is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

22. What happens if a government servant avails "Anywhere in India" LTC during a four-year block?
(A) They are entitled to two Home Town LTCs and one Anywhere in India LTC in that block without forfeiting any entitlement.
(B) They forfeit their right to carry forward any future LTCs to subsequent blocks under any administrative condition.
(C) The Anywhere in India LTC is granted in addition to the two Home Town LTCs available during the same four-year block.
(D) The Anywhere in India LTC is availed in lieu of one of the two Home Town LTCs available in the four-year block.

23. An official wishes to visit two different places, one in the South and one in the North of India, under a single "Anywhere in India" LTC claim. As per rules, this is:
(A) Permissible, provided the total fare claimed does not exceed the travel cost to the single farthest destination point.
(B) Not permissible; the claim is restricted to travel to the single declared destination and back.
(C) Permissible, as long as both places are declared and approved by the controlling authority before travel starts.
(D) Permissible, provided one of the visited destinations corresponds to the declared

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the rule regarding air travel by private airlines on LTC?
(A) It is fully allowed for all officers in Level 10 and above without requiring any prior sanction or approval.
(B) Not permitted unless specifically exempted or booked through authorized agents.
(C) It is permissible provided tickets are booked directly from the official airline portal without travel agent involvement.
(D) It is allowed for all levels, but the total reimbursement is restricted to the Rajdhani First Class AC train fare.

40. For government servants entitled to travel by air under LTC, through which of the following channels MUST the air tickets be booked?
(A) Any online travel portal offering the lowest available fare on the travel date.
(B) Any IATA-approved local travel agent authorized to issue domestic airline tickets within the city limits.
(C) Direct counter of the airline or through authorized agents (Balmer Lawrie, Ashok Travels, IRCTC).
(D) Strictly through the administrative office of the government department directly without personal booking.

41. If a government official entitled to AC-II Tier by train travels by air (under a non-entitled category without any special relaxation) for their Anywhere in India LTC, how is the claim settled?
(A) The claim is completely rejected, and no reimbursement is made under any head of account.
(B) The official is paid 50% of the actual airfare paid, subject to submission of boarding passes.
(C) The claim is settled in full as a one-time exception, provided the leave was approved.
(D) Reimbursement is restricted to the entitled train class fare (AC-II Tier) by shortest route.

42. In the context of LTC, what is the maximum percentage of the estimated travel fare that can be granted as an LTC advance?
(A) 50%
(B) 75%
(C) 80%
(D) 90%

43. When an employee plans to travel by rail under LTC, what is the maximum time limit before the proposed date of the outward journey that an application for LTC advance can be submitted?
(A) 120 days
(B) 65 days
(C) 30 days
(D) 15 days

44. What is the time limit for submitting the final LTC claim if the government servant has drawn an LTC advance?
(A) Within 15 days of the completion of the return journey
(B) Within 1 month of the completion of the return journey
(C) Within 3 months of the completion of the return journey
(D) Within 6 months of the completion of the return journey

45. Read the following statements regarding Leave Travel Concession (LTC) and select the correct option:
Assertion (A): If an official fails to submit the LTC claim within one month of completing the journey after drawing an advance, the entire advance is recovered in one lump sum.
Reason (R): Drawing an advance obligates the official to settle the claim within a strict timeframe to avoid penal interest and immediate recovery.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

46. What happens if a government servant does not draw an LTC advance? What is the prescribed time limit for submitting the final claim after the return journey?
(A) 1 month
(B) 2 months
(C) 3 months
(D) 6 months

47. Under the rules for LTC advance, if the advance drawn exceeds the actual expenditure incurred on the journey, what is the required action?
(A) The unutilized amount is adjusted against the official's salary over the next three months.

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CHAPTER 07

Leave Travel Concession (LTC) Rules

1. The Leave Travel Concession (LTC) rules applicable to government servants are primarily intended to facilitate travel for which of the following purposes?
(A) To undertake educational tours and capacity-building visits across India
(B) To visit Home Town or any place in India during regular leave or vacation
(C) To claim travel allowances for official transfers and deputation postings
(D) To offset the cost of daily commuting from residence to the headquarters

2. Under the Leave Travel Concession (LTC) rules, which of the following statements regarding the admissibility of LTC is correct?
(A) LTC is a fundamental right of every government employee regardless of service length.
(B) LTC is admissible during Casual Leave but not during regular Earned Leave.
(C) LTC is strictly prohibited from being combined with maternity or paternity leave.
(D) LTC can be availed during any period of regular leave, casual leave, or even during weekends/holidays without taking formal leave.

3. Who among the following is NOT eligible to claim Leave Travel Concession under standard LTC rules?
(A) An employee serving in the Indian Railways who is entitled to the "Free Pass" facility
(B) A probationer who has not yet been confirmed in service
(C) An official working on a contract basis with more than one year of continuous service
(D) A newly recruited official in the first year of their continuous service

4. Which of the following statements is incorrect concerning the eligibility conditions for Leave Travel Concession?
(A) Officials on deputation to foreign service must adhere strictly to the LTC rules of their parent department unless specified otherwise.
(B) Family members of a government servant under suspension are permitted to avail LTC.
(C) A government servant under suspension is entitled to avail LTC for themselves and their family during the suspension period.
(D) Both spouses, if working in the Central Government, can individually claim LTC for their respective families, provided no duplication occurs.

5. What is the minimum period of continuous service required for a regular government employee to become eligible to avail Leave Travel Concession?
(A) Six months
(B) One year
(C) Two years
(D) Three years

6. When both spouses are employed in the Central Government, how is their LTC entitlement regulated?
(A) Only the spouse drawing higher pay scale can claim LTC for the whole family in any block.
(B) Both spouses can claim LTC independently, and each can declare the other as a dependent.
(C) They must forfeit one entitlement and claim only one shared Home Town block every four years.
(D) Both can claim LTC independently, but children can be claimed by only one spouse per block.

7. If an employee joins service on 31st December of a given year, when do they complete the minimum service requirement to avail their first LTC?
(A) On 30th December of the following year
(B) On 31st December of the following year
(C) On 1st January of the next block year
(D) Upon confirmation in service, regardless of the date

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spouse during joint claims.

56. Can an official claim leave encashment without actually performing the journey for LTC?
(A) Yes, leave encashment is an independent allowance that can be claimed without performing any journey.
(B) Yes, provided the official submits a valid medical certificate from a registered medical practitioner.
(C) No, encashment is admissible only when the LTC journey is actually performed.
(D) Yes, but this exemption applies exclusively in the final year of retirement before superannuation.

57. Identify the incorrect statement regarding the LTC entitlements of fresh recruits to the Central Government:
(A) Fresh recruits are entitled to LTC every year for the first eight years of their continuous service.
(B) In a block of four years, they can avail three Home Town LTCs and one Anywhere in India LTC.
(C) Upon completion of eight years, they are absorbed into the regular block year system applicable to other employees.
(D) Fresh recruits are allowed to carry forward their unavailed LTC to the next year.

58. An official appointed on 1st August 2020 as an Assistant Section Officer is considered a "fresh recruit". In 2023, he applies for carry-forward of his missed 2022 Home Town LTC. What is the correct rule position?
(A) Denied because carry-forward is not admissible to fresh recruits.
(B) The carry-forward is allowed because the standard one-year grace period applies to all employees equally.
(C) The carry-forward is allowed, but it will consume his 2023 entitlement and reduce overall LTC benefits.
(D) The carry-forward is permitted only if specifically approved by the Head of Department on special grounds.

59. When does a fresh recruit transition to the standard block year system for LTC?
(A) After successful completion of the prescribed probation period in service.
(B) At the beginning of the next calendar year after joining government service.
(C) After completion of eighth year of continuous service.
(D) After successful completion of the fourth year of continuous service.

60. A government servant plans to visit Port Blair (Andaman & Nicobar Islands) on an Anywhere in India LTC. For convenience, they decide to travel via sea route, taking a brief stopover in a neighboring foreign port as part of a cruise package before reaching Port Blair. Which rule applies here?
(A) The claim is fully reimbursable as the final destination is within India.
(B) Travel via a foreign territory completely invalidates the entire LTC claim.
(C) The claim is restricted to the fare of the shortest direct route within Indian territory.
(D) The claim is allowable if prior clearance from the Ministry of External Affairs is obtained.

61. Which scheme allows non-entitled government servants to travel by air in Economy class to specific regions to promote tourism?
(A) Special LTC Dispensation Scheme for NER, J&K, Ladakh, and A&N Islands
(B) Comprehensive Leave Travel Enhancement and Tourism Facilitation Scheme
(C) Employees' Regional Connectivity and Tourism Incentive Scheme
(D) Ek Bharat Shreshtha Bharat Travel Promotion and Subsidy Scheme

62. Read the following statements regarding Leave Travel Concession (LTC) and select the correct option:
Assertion (A): Under the Special Dispensation Scheme, a government employee whose Home Town is in Delhi can convert their Home Town LTC to travel to the North Eastern Region (NER).
Reason (R): The Special Dispensation Scheme allows the conversion of one block of Home Town LTC into Anywhere in India LTC specifically to visit NER, J&K, Ladakh, or A&N Islands.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

63. When government officials who are not entitled to air travel avail the Special Dispensation

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Scheme to visit Jammu & Kashmir, what is the required route mechanism for their air travel?
(A) They must fly directly from their official headquarters to Srinagar airport on any commercial flight.
(B) They must bear 50% of the total airfare if choosing to fly directly from their official headquarters.
(C) They are allowed to use private airlines without any routing restrictions across the entire journey.
(D) They can travel by entitled train class to Delhi/Amritsar, then by air to Srinagar/ Jammu/Leh.

64. Identify the correct pair regarding the authority responsible for framing and interpreting LTC rules:
(A) Ministry of Finance — Formulation of General Financial Rules for LTC Advance and Travel Allowances.
(B) Comptroller and Auditor General — Relaxation of time limits and booking procedures for LTC claims.
(C) Department of Personnel and Training (DoPT) — Formulation of CCS (LTC) Rules.
(D) Directorate of Education — Amendment and determination of block year cycles for all employees.

65. If a government servant misuses the LTC facility or submits a fraudulent claim, which of the following actions is initiated?
(A) Immediate dismissal from service without inquiry
(B) Disciplinary proceedings under standard Central Civil Services Classification, Control and Appeal Rules
(C) A simple warning and recovery of the amount
(D) Suspension of LTC facility for two years without any other penalty

66. Pending finalization of disciplinary proceedings regarding a fraudulent LTC claim, what happens to the official's LTC entitlement?
(A) It is forcefully carried forward to the next block.
(B) It is allowed but only for travel by train.
(C) It remains fully operational and unrestricted.
(D) It is withheld until the completion of the proceedings.

67. Consider the following documents and conditions related to LTC claims:
I. Submission of tickets containing the details of the fare and passenger names.
II. A certificate that the family members for whom LTC is claimed are fully dependent.
III. A certificate that the official has not availed LTC for the same block previously.
IV. Submission of a medical fitness certificate for travel.
Which of the above are strictly mandatory for processing an LTC claim?
(A) I, II, and III
(B) I, III, and IV
(C) II, III, and IV
(D) I, II, III, and IV

68. What happens to the penal interest if an official fails to refund the unutilized LTC advance within the stipulated timeframe?
(A) Interest is charged at 5% per annum from default date until full recovery.
(B) A flat penalty of ₹5,000 plus administrative recovery charges is deducted.
(C) Interest is charged at 2% above GPF rate from the date of advance drawal.
(D) The official loses their job immediately through summary dismissal proceedings.

69. An official avails LTC to visit Kanyakumari. Upon return, he realizes he lost his original train tickets, though he has the PNR and SMS confirmation. He submits the claim using the PNR details and a self-certification. As per rules, how will the Head of Office handle this?
(A) Accept the claim subject to verification of the journey through the PNR status.
(B) Reject the claim immediately as original tickets are statutory requirements.
(C) Ask the official to procure duplicate physical tickets from the Railway Board.
(D) Pass the claim for only 50% of the entitled fare.

70. Which of the following defines a "circular tour" in the context of LTC?
(A) A journey where the return trip follows a different route than the onward trip, provided the destination remains the same.
(B) A package tour booked through authorized agents.
(C) A journey connecting the headquarters, Home Town, and a third destination in a loop.

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(D) A journey touching several places and returning to headquarters without specifying a single farthest destination.

71. How is a claim for a "circular tour" settled under LTC rules?
(A) It is rejected entirely because LTC rules require a direct outward and return journey to a single specific destination.
(B) The reimbursement is restricted to the fare admissible by the shortest direct route to the declared farthest point.
(C) The reimbursement is made for the actual cost of the entire circular tour.
(D) The reimbursement is limited to the cost of travel to the Home Town.

72. Which of the following is an exception where travel by a private vehicle (e.g., own car or private taxi) is permissible under LTC?
(A) For all high-ranking officers serving at Level 14 and above in the Pay Matrix.
(B) When traveling to remote hill stations where no direct train connectivity exists.
(C) Disabled employees with specific medical certificate and prior approval.
(D) When the official is accompanied by senior citizen dependent parents during travel.

73. If an official travels by a longer route while availing LTC, how is the claim calculated?
(A) Reimbursement is made for the actual route taken, provided it does not exceed 15% of the shortest route fare.
(B) The claim is entirely forfeited for deviating from the shortest route.
(C) The extra cost is adjusted against the leave encashment amount.
(D) Reimbursement is strictly limited to the entitled class fare by the shortest direct route.

74. Which of the following is a common audit objection regarding LTC claims that Drawing and Disbursing Officers (DDOs) must guard against?
(A) Booking air tickets through unauthorized private portals or unapproved agents.
(B) Claiming LTC for a spouse who is employed elsewhere and not financially dependent on the official.
(C) Submitting the final LTC reimbursement claim within one month of returning from the journey.
(D) Encashing exactly 10 days of Earned Leave along with the LTC journey after approval.

75. Read the following statements regarding Leave Travel Concession (LTC) and select the correct option:
Assertion (A): Fresh recruits must declare their Home Town before they avail their first LTC, even though they get yearly entitlements.
Reason (R): Three out of four LTCs in a block for a fresh recruit are restricted to the Home Town.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

76. During LTC, can an official travel by a premium train like Vande Bharat Express?
(A) Yes, all officials are entitled to travel by Vande Bharat express trains regardless of their pay level or grade.
(B) Yes, if pay level entitles them to travel by Shatabdi/Rajdhani in corresponding class.
(C) No, travel by premium express trains like Vande Bharat is strictly prohibited under current LTC rules.
(D) Yes, but permissible exclusively for Anywhere in India LTC, and strictly barred for Home Town LTC.

77. If the actual cost of a booked flight ticket through an authorized agent includes a convenience fee or agency charge, is this fee reimbursable under LTC?
(A) No, agency charges and convenience fees are not reimbursable.
(B) Yes, it is fully reimbursable as part of the ticket cost.
(C) It is reimbursable only if the total cost is less than the train fare.
(D) Yes, but only for officials in Level 12 and above.

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78. What is the rule concerning the clubbing of official tours (e.g., Transfer/Deputation travel) with LTC?
(A) It is freely allowed, and both claims can be drawn simultaneously without any deduction in total allowance.
(B) LTC can be combined with transfer travel, but only half of the travel fare is paid by the

93. What is the rule regarding the cancellation charges of transport tickets booked for LTC if the journey is cancelled due to official reasons (e.g., leave cancelled by the competent authority)?
(A) Reimbursable by department subject to approval of competent authority.
(B) Cancellation charges are entirely borne by the government servant under all circumstances.
(C) The travel agent is legally mandated to waive cancellation charges for government officials.
(D) Cancellation charges are automatically deducted from the employee's General Provident Fund account.

94. If a newly recruited employee's spouse is already a regular government servant with over 10 years of service, how are their LTC entitlements managed?
(A) The fresh recruit must forfeit their special 8-year block and join the spouse's block immediately upon appointment.
(B) They must jointly claim only one LTC every four years from either spouse's entitlement without exception.
(C) Fresh recruit keeps annual LTC; spouse keeps separate entitlement without dual claims.
(D) The fresh recruit is completely barred from availing the 8-year special dispensation scheme due to spouse's service.

95. Identify the negative/exception rule regarding LTC entitlements:
(A) LTC is admissible during maternity leave taken by female employees.
(B) LTC is admissible during sanctioned study leave taken for higher studies.
(C) LTC is admissible during Child Care Leave (CCL) taken by eligible employees.
(D) Not admissible during suspension for suspended official.

96. Which of the following correctly pairs the term with its LTC context?
(A) Carry Forward — Transferring unutilized LTC to a spouse's account
(B) Special Dispensation — Allowing travel to foreign countries for senior officers
(C) Grace Period — One additional year granted to avail an unutilized block
(D) Encashment — Receiving a lump sum equivalent to travel fare without traveling

97. Which of the following is the most frequent audit objection raised by Pay and Accounts Offices (PAO) regarding LTC claims?
(A) Claiming LTC during annual vacations without prior approval of Head of Office.
(B) Non-submission of boarding passes and unauthorized portal bookings.
(C) Availing Home Town LTC in consecutive blocks without taking formal leave of absence.
(D) Traveling by 3-Tier AC train class when entitled to 2-Tier AC train class reimbursement.

98. An administrative authority receives an audit memo pointing out that three employees in the organization booked their LTC air tickets via 'MakeMyTrip' in 2023. What is the mandated administrative action?
(A) The authority must ignore the audit memo as online bookings were demonstrably cheaper.
(B) The authority must retroactively approve the online bookings at the departmental level as special cases.
(C) The authority must deduct the booking convenience fee only while passing the remaining airfare.
(D) Recover entire airfare from employees and deposit into government account.

99. A government employee's Home Town is declared as Patna. In a 4-year block, she avails her first Home Town LTC to Patna. For the second Home Town LTC in the same block, she claims travel to Gaya, stating it is near Patna. How will the claim be processed?
(A) Rejected; Home Town LTC requires travel to declared Home Town.
(B) Passed, as Gaya is located within the same state boundaries as Patna.
(C) Passed, provided the total travel fare does not exceed the fare to Patna.
(D) Passed, if the Head of Office certifies the geographic proximity of both cities.

100. If an official claims dependency for their parents but an audit reveals that the father is drawing a central government pension of ₹25,000 per month, what is the consequence?
(A) The claim is partially approved for the mother only, excluding the father's fare completely.
(B) The claim is passed in full, as monthly

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86. What is the implication of 'dynamic pricing' (Flexi Fare) in premium trains like Rajdhani/ Shatabdi/Duronto on LTC claims?
(A) Only the base fare is reimbursable; the dynamic portion is borne by the employee.
(B) Reimbursement is limited to the fare of a standard superfast express train.
(C) Officials are barred from traveling on trains with dynamic pricing.
(D) The flexi fare is fully reimbursable for entitled officials.

87. Consider the following statements about the consequences of not utilizing LTC:
I. If an employee does not utilize the Anywhere in India LTC within the 4-year block or its grace period, it lapses entirely.
II. Lapsed LTCs can be encashed for a lump sum financial compensation at the time of retirement.
III. Failure to utilize Home Town LTC in a 2-year block prevents the employee from claiming it in the next block.
IV. Unutilized LTC cannot be transferred to another government servant.
Which of the above statements is/are correct?
(A) I and IV
(B) II, III, and IV
(C) I, II, and III
(D) I, III, and IV

88. Is LTC admissible for a journey performed during a weekend or closed holiday without taking any formal leave?
(A) No, formal leave of at least one day is strictly required to process any LTC claim.
(B) Yes, but this concession is restricted exclusively to Home Town LTC journeys.
(C) Yes, permissible during weekends/holidays with prior intimation.
(D) No, LTC can only be availed during designated summer or winter school vacations.

89. A Non-teaching staff member (LDC) in an office, entitled only to Sleeper Class train travel, wants to avail the Special Dispensation Scheme to visit Andaman & Nicobar Islands. How is his travel entitlement regulated?
(A) He can fly directly from Delhi to Port Blair in economy class under the special relaxation scheme without mode restrictions.
(B) He is not eligible for the Special Dispensation Scheme as it is strictly reserved for Group A and Group B officers.
(C) He can travel by sea/ship only; air travel is strictly barred for Group C non-teaching staff across all routes.
(D) Train (Sleeper Class) to Kolkata/Chennai, then fly economy to Port Blair.

90. Which of the following statements best describes the "Home Town" declaration requirement?
(A) Permanent home declared upon entry, needing periodic visits.
(B) It must be the exact registered place where the employee was born and brought up.
(C) It automatically defaults to the official headquarters if not declared within five years.
(D) It can be freely changed every time the employee is transferred to a new station or state.

91. Under the LTC rules, if the outward journey is performed in the grace period (e.g., December 2022 for the 2020-2021 block), when must the return journey be completed for the claim to be valid for that block?
(A) The return journey must also be completed by 31st December of the grace year without exception.
(B) Return journey can complete in following year; outward journey dictates block.
(C) The return journey must be completed within exactly six months from the date of the outward journey.
(D) Both outward and return journeys must be completed in the original block year itself to be valid.

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92. Read the following statements regarding Leave Travel Concession (LTC) and select the correct option:
Assertion (A): Air tickets for LTC must be purchased only at the Best Available Fare on the date of booking.
Reason (R): The government aims to minimize expenditure, and authorized travel agents are mandated to offer the most economical direct flight options in the entitled class.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

department.
(C) Prohibited; LTC cannot be availed during journey on official transfer/tour.
(D) It is allowed exclusively for officials posted in the North Eastern Region or Union Territories.

79. An official completes his LTC journey on 15th October. He had drawn an LTC advance. He submits his final claim on 30th November. What is the consequence of this delay under standard rules?
(A) A formal administrative warning is issued, but the claim is fully settled without any monetary deduction.
(B) The delay is condoned automatically if the claim is submitted within 3 months from the completion date.
(C) Only 50% of the total admissible claim is reimbursed as a penalty for missing the mandatory deadline.
(D) Claim forfeited, advance recovered with penal interest due to delay.

80. Consider the following steps involved in availing LTC with an advance:
I. Submission of final claim bill
II. Journey execution
III. Submission of leave application along with LTC intent and advance request
IV. Approval of leave and sanction of advance
Which of the following represents the correct sequential order of these steps?
(A) III, IV, II, I
(B) IV, III, II, I
(C) III, II, IV, I
(D) II, III, I, IV

81. Consider the following statements regarding leave encashment during LTC:
I. Encashment of Earned Leave is permissible without availing LTC, provided the official travels at their own expense.
II. The encashed leave is deducted from the total leave balance at the credit of the official.
III. A minimum balance of 30 days of Earned Leave must be available after deducting the encashed days.
Which of the above statements is/are correct?
(A) I and II
(B) II and III
(C) I and III
(D) I, II, and III

82. Which of the following describes the correct procedure for claiming LTC when family members travel independently of the government servant?
(A) Family members cannot travel independently; they must be accompanied by the government servant in all cases.
(B) Family members can travel independently, but they must utilize a separate LTC block dedicated to dependents.
(C) The government servant must complete their travel before family members start for the claim to be valid.
(D) Allowed in same block year/grace period under employee's block entitlement.

83. Does an employee who has been granted Leave Preparatory to Retirement (LPR) remain eligible for LTC?
(A) Yes, if return journey completes before retirement date.
(B) No, LTC cannot be availed under any circumstances during Leave Preparatory to Retirement (LPR).
(C) Yes, they can avail LTC even if the return journey falls after the formal date of retirement.
(D) Yes, but they are strictly restricted to claiming Home Town LTC and cannot claim Anywhere in India LTC.

84. Which of the following is NOT an authorized travel agent for booking air tickets under the LTC rules?
(A) Balmer Lawrie & Company Limited (BLCL)
(B) Ashok Travels & Tours (ATT)
(C) MakeMyTrip Corporate Services
(D) Indian Railway Catering and Tourism Corporation (IRCTC)

85. If an official books an air ticket through an unauthorized travel agent due to an emergency or lack of awareness, who has the power to relax this rule and approve the claim?
(A) Ministry of Civil Aviation / DoPT based on specific merit.
(B) The Head of Office after reviewing the urgency and ticket availability.
(C) The Zonal Education Officer concerned with administrative oversight of the school.
(D) The Financial Advisor of the Department upon written request.

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pension is not considered ‘income’ for LTC dependency.

(C) Rejected for parents; disciplinary action may be initiated for false declaration.

(D) The claim is passed with a 50% deduction on the parents’ fare as an administrative compromise.

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18. (A) Only once during the entire service career
Under Central Civil Services rules, a government servant is permitted to alter or change their declared Home Town only once during their entire service career. The proposed change must be supported by valid reasons and documentary proof, such as property ownership or family settlement, and requires formal approval from the competent administrative authority.

19. (A) Accepted, because the one-year grace period extends until 31st December 2024.
Unutilized Home Town Leave Travel Concession for the 2022–2023 two-year block can be carried forward into the next block year. The official is allowed a one-year grace period, extending up to 31st December 2024, to perform the journey. Therefore, applying in October 2024 to utilize the missed 2022–2023 Home Town concession is fully valid and acceptable.

20. (C) They are not eligible for Home Town LTC but remain eligible for Anywhere in India LTC.
When a government servant's official headquarters and declared Home Town are in the same station, the employee is not eligible for Home Town Leave Travel Concession because no travel journey outside headquarters is required. However, such employees retain their full eligibility to avail Anywhere in India Leave Travel Concession once during the prescribed four-year block period.

21. (B) II and III only
Criteria for accepting a place as Home Town include ownership of immovable property, permanent residence of family, or long-standing traditional ties, rather than merely where parents currently live. Furthermore, the Head of Department possesses full administrative authority to request relevant documentary evidence from the official to verify and substantiate the correctness of the declared Home Town.

22. (D) The Anywhere in India LTC is availed in lieu of one of the two Home Town LTCs available in the four-year block.
Within a standard four-year block, an employee is normally entitled to two Home Town concessions. When an employee chooses to avail an Anywhere in India Leave Travel Concession, it is granted in substitution or in lieu of one of those two Home Town concessions. The employee retains entitlement to the remaining Home Town concession in that block.

23. (B) Not permissible; the claim is restricted to travel to the single declared destination and back.
Leave Travel Concession rules mandate that an employee must declare a single specific destination before commencing the journey. Undertaking a multi-destination itinerary or visiting two different places across the country under one concession claim is not permissible. Reimbursement is strictly restricted to travel along the direct shortest route to the single declared destination and back to headquarters.

24. (C) Yes, one Home Town block in a four-year block can be substituted by Anywhere in India LTC.
Under standard Leave Travel Concession rules, a government servant is permitted to substitute one of the two Home Town concessions available in a four-year block period with an Anywhere in India concession. Substituting both Home Town blocks in a single four-year period is not permitted, except under specific special dispensation schemes issued by the government.

25. (C) III and IV only
Anywhere in India Leave Travel Concession covers travel strictly within the territorial boundaries of India, including island territories like Andaman and Nicobar Islands and Lakshadweep. Foreign countries, including neighboring sovereign nations such as Nepal and Bhutan, are completely excluded from the definition of Anywhere in India, making travel to them strictly inadmissible for reimbursement claims.

26. (A) Permissible, provided journeys are completed within the block year or grace period.
Family members are permitted to travel in separate batches to the declared destination under Leave Travel Concession. The employee is not required to travel alongside every batch. As long as all journeys are commenced and completed within the relevant block period or permitted grace period, separate travel by family members is fully valid for reimbursement under rules.

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the geographical boundaries of India during the prescribed block period.

9. (D) The claim is valid for family members, though the suspended official cannot travel with them on LTC during suspension.
Under central civil service rules, suspension debars the official from availing Leave Travel Concession personally because they cannot be granted leave while under suspension. Nevertheless, this prohibition does not affect the entitlement of their eligible family members. The family members can independently travel and submit valid claims for Leave Travel Concession during the official's period of administrative suspension.

10. (C) Four consecutive calendar years
The standard block year system for Anywhere in India Leave Travel Concession comprises four consecutive calendar years. Central Government employees are granted one concession to travel anywhere in India within this four-year block, which operates on fixed calendar cycles such as 2018–2021 or 2022–2025, rather than following financial years or individual service anniversary dates of employees.

11. (B) 2022–2025
The standard four-year block period for Anywhere in India Leave Travel Concession is pre-determined by the Central Government on a calendar year basis. Following the 2018–2021 block, the designated current four-year block period spans from 1st January 2022 to 31st December 2025, during which employees can exercise their entitlement for travel anywhere across the country.

12. (D) A is false but R is true
An employee cannot automatically avail Home Town LTC every year simply by agreeing to forfeit Anywhere in India LTC, as standard blocks follow fixed two-year and four-year cycles. However, when an employee's headquarters and declared Home Town are identical, rules permit converting all blocks into annual Home Town concessions because Home Town travel is physically non-applicable.

13. (B) 2022–2023 and 2024–2025
A four-year Anywhere in India block is divided into two sub-blocks of two consecutive calendar years each for Home Town travel concessions. Within the current four-year block of 2022–2025, the two designated Home Town two-year blocks are 2022–2023 and 2024–2025, allowing eligible employees to claim travel benefits for visiting their declared home towns.

14. (C) Grace Period for Carry Forward — 1 Year
If a government employee is unable to utilize their Leave Travel Concession entitlement during a designated block period, the rules grant a grace period of one additional calendar year to carry forward and utilize that concession. Block calculations strictly follow calendar years from January to December, rather than financial years starting from April.

15. (B) The first year of the next block year
When a government employee fails to avail a Leave Travel Concession during a given block period, the unutilized concession can be carried forward. The maximum duration permitted to utilize this carried-forward concession is the first calendar year of the immediately succeeding block period, commonly referred to as the grace period, ending on 31st December of that year.

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16. (C) Their entitlement for 2022–2023 remains unaffected and can be availed independently of the carried-forward block.
Utilizing a carried-forward Leave Travel Concession during the grace period does not adversely impact or forfeit the employee's regular entitlement for the ongoing block period. The carried-forward concession for the previous block and the new entitlement for the current block remain distinct, allowing the official to avail both independently within the same calendar year if desired.

17. (B) Once declared, the Home Town can never be changed under any circumstances during the entire service.
Government servants are required to declare their Home Town upon entry into service. While this declaration is generally permanent, service rules explicitly permit a change of declared Home Town under exceptional circumstances once during the entire service career, subject to administrative verification and approval by the competent authority. Therefore, claiming that it can never be changed is incorrect.

ANSWERS

1. (B) To visit Home Town or any place in India during regular leave or vacation
Leave Travel Concession rules allow government servants and their family members to travel to their declared home town or any place in India during regular leave or vacation periods. The primary objective is to provide assistance for visiting home towns or travelling within the country, fostering employee welfare, national integration, and enabling rest and recreation during approved leave periods.

2. (D) LTC can be availed during any period of regular leave, casual leave, or even during weekends/holidays without taking formal leave.
Leave Travel Concession is admissible to government employees during any period of regular leave, including earned leave, casual leave, half pay leave, or extraordinary leave. Furthermore, employees are permitted to utilize the concession during weekends or public holidays without formally applying for regular leave, provided proper prior intimation and approval are obtained from the competent administrative authority.

3. (A) An employee serving in the Indian Railways who is entitled to the "Free Pass" facility
Employees serving in the Indian Railways who are entitled to free pass facilities are specifically excluded from the scope of standard Central Civil Services Leave Travel Concession rules. Since railway personnel already enjoy travel concessions through official pass privileges, they cannot simultaneously claim Leave Travel Concession unless they formally surrender their entitlement to free railway passes under applicable departmental guidelines.

4. (C) A government servant under suspension is entitled to avail LTC for themselves and their family during the suspension period.
A government servant placed under suspension is not entitled to avail Leave Travel Concession for self during the period of suspension because they are not on sanctioned leave. However, eligible family members of the suspended official are permitted to avail the concession independently. Therefore, asserting that a suspended employee can personally avail Leave Travel Concession is incorrect under service rules.

5. (B) One year
Central Civil Services rules mandate that a regular government employee must complete a minimum of one year of continuous service to become eligible for Leave Travel Concession benefits. This requirement applies to both regular appointments and long-term contractual employees who have completed one year of unbroken service on the date of undertaking the outward journey under the concession scheme.

6. (D) Both can claim LTC independently, but children can be claimed by only one spouse per block.
When both husband and wife are Central Government employees, each spouse is entitled to claim Leave Travel Concession independently according to their own service entitlements. They may declare each other as dependents or claim separately. However, dependent children can only be claimed for concession benefits by one parent during a specific block period to prevent duplication of claims for the same dependent.

7. (A) On 30th December of the following year
Eligibility for Leave Travel Concession requires one full year of continuous service. When an official joins service on 31st December of a given year, the period of one year of continuous service completes on 30th December of the following year. Upon completing this initial one-year threshold, the employee becomes eligible to claim the concession in accordance with applicable central government rules.

8. (C) Home Town LTC permits travel to the declared hometown, while Anywhere in India LTC allows travel to any destination in India.
The primary distinction between Home Town Leave Travel Concession and Anywhere in India Leave Travel Concession lies in the destination scope. Home Town concession specifically reimburses travel expenses incurred to visit the official's declared permanent home town, whereas Anywhere in India concession allows travel to any single chosen destination within

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27. (B) Married daughters
The definition of family for Leave Travel Concession includes the spouse, dependent children, step-children, dependent parents, and dependent minor siblings residing with the employee. Once a daughter gets married, she ceases to be part of the official's dependent family unit under service rules, irrespective of her financial status or place of residence, making her ineligible.

28. (A) Both A and R are true and R is the correct explanation of A
Under Leave Travel Concession rules, the spouse of a government employee is automatically treated as a recognized member of the family without applying any income limit testing. The monthly income dependency threshold applies strictly to parents, unmarried or widowed sisters, and minor brothers, but does not extend to the spouse, validating both the assertion and reason.

29. (B) ₹9,000 plus Dearness Relief
To be categorized as wholly dependent on a government servant for Leave Travel Concession benefits, a family member's total monthly income from all sources, including pension or business, must not exceed the minimum monthly pension amount, which is currently fixed at ₹9,000 per month plus the applicable rate of Dearness Relief thereon.

30. (C) Biological, legally adopted, and step-children residing with and wholly dependent on the official.
For Leave Travel Concession purposes, eligible dependent children include biological children, legally adopted children, and step-children, provided they reside with the government official and satisfy the prescribed age, marital status, and financial dependency criteria. Married daughters are excluded from this category, while step-children residing with the official are fully included under governing rules.

31. (D) No, parents-in-law are not eligible for a male government servant.
Under standard Central Civil Services rules, parents-in-law are not included in the definition of family for a male government employee. A male employee can only claim Leave Travel Concession for his own biological or step-parents. Consequently, parents-in-law remain strictly ineligible for concession claims made by a male government servant under any circumstances.

32. (B) I, II, and IV only
A female government employee has the option to include either her own dependent parents or her dependent parents-in-law in her family for Leave Travel Concession benefits. Residing with the employee is mandatory for parents-in-law. However, once selected, this choice cannot be changed in subsequent blocks, making statement III incorrect while statements I, II, and IV are correct.

33. (C) 25 years
An unmarried son is treated as a dependent family member for Leave Travel Concession benefits up to the age of 25 years, provided he meets the monthly income dependency criteria. Beyond 25 years of age, an unmarried son is no longer eligible, unless he suffers from a permanent physical or mental disability rendering him unable to earn.

34. (C) She is eligible without any age limit, provided she is wholly dependent.
Under Leave Travel Concession rules, an unmarried daughter remains eligible to be claimed as a dependent family member without any upper age restriction. The entitlement continues indefinitely as long as she remains unmarried, resides with the government servant, and satisfies the prescribed monthly income dependency limit fixed under central government service rules.

35. (A) Married sisters can be claimed as dependents if their income is below the prescribed limit.
Dependency rules for Leave Travel Concession explicitly exclude married sisters from the definition of family, regardless of their income or residence. Only unmarried, widowed, or divorced sisters residing with and wholly dependent on the government servant are eligible. Therefore, stating that married sisters can be claimed as dependents based on income is incorrect under civil service rules.

36. (C) She is ineligible because her income exceeds the prescribed dependency limit of ₹9,000 per month.
To qualify as a dependent for Leave Travel Concession, a parent's income from all sources, including family pension, must not exceed ₹9,000

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per month plus Dearness Relief. Since the widowed mother receives a family pension of ₹11,000 per month, her income exceeds the prescribed limit, rendering her financially independent and ineligible for concession reimbursement claims.

37. (A) Self-declaration by the government servant confirming dependency and income limit.
To establish the dependency of parents or other family members for Leave Travel Concession, the government servant is required to submit a formal self-declaration. This self-declaration confirms that the dependent resides with the employee and that their monthly income does not exceed the statutory ceiling, eliminating the need for magistrate affidavits or political certificates.

38. (D) The couple must declare in writing that they will avail the LTC facility from only one source for the entire family.
When a government servant's spouse is employed in a Central Public Sector Undertaking, autonomous body, or railway organization providing separate travel concession facilities, both spouses must submit a joint written declaration. They must declare that the family will claim travel concession benefits from only one source for any given block period, preventing double claims.

39. (B) Not permitted unless specifically exempted or booked through authorized agents.
Under general Leave Travel Concession rules, travel by private airlines is strictly prohibited for official reimbursement, even for high pay-level officers. Air travel must be undertaken on Air India flights booked through authorized agents, unless private airline travel is explicitly covered under a government special relaxation scheme or approved through a formal relaxation sanction.

40. (C) Direct counter of the airline or through authorized agents (Balmer Lawrie, Ashok Travels, IRCTC).
Government employees entitled to air travel under Leave Travel Concession must book flight tickets strictly through designated authorized travel channels. These authorized channels comprise the direct website/counters of airlines and three approved travel agencies: Balmer Lawrie & Company, Ashok Travels & Tours, and Indian Railway Catering and Tourism Corporation (IRCTC). Private portals are prohibited.

41. (D) Reimbursement is restricted to the entitled train class fare (AC-II Tier) by shortest route.
When an official entitled to rail travel undertakes air travel on an unapproved route without special government relaxation, the reimbursement is not completely rejected. Instead, the claim is capped and settled by restricting the reimbursement amount to the fare of the official's entitled train class along the shortest direct rail route between the stations.

42. (D) 90%
Under Central Civil Services rules, a government servant planning to avail Leave Travel Concession can apply for an advance to meet travel expenses. The maximum percentage of the estimated total travel fare that can be granted as an advance by the competent sanctioning authority is capped at 90 percent of the estimated fare cost.

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43. (B) 65 days
When travel under Leave Travel Concession is planned by rail, advance booking opens 120 days prior to travel. To enable early train ticket reservations, government servants are permitted to apply for and draw the Leave Travel Concession advance up to 65 days prior to the proposed date of the outward journey.

44. (B) Within 1 month of the completion of the return journey
When a government employee draws an advance for Leave Travel Concession, they must submit the final reimbursement claim and settle the account within one month of completing the return journey. Failing to submit the final claim within this mandatory one-month period triggers immediate recovery of the entire advance in a lump sum.

45. (A) Both A and R are true and R is the correct explanation of A
Drawing an advance imposes a legal obligation on the government official to submit the final adjustment claim within one month of completing the return journey. Non-submission within this timeframe leads to immediate lump-sum recovery of the entire advance along with penal interest, making both assertion and reason correct and logically linked.

46. (C) Within 3 months of the completion of the return journey
When a government employee performs a journey under Leave Travel Concession without drawing any financial advance, the prescribed time limit for submitting the final adjustment claim is extended. The official must submit the reimbursement claim within three months from the date of completion of the return journey, after which claims lapse unless formally condoned.

47. (D) The unutilized amount must be refunded immediately upon submission of the final bill.
When the actual expenditure incurred on a Leave Travel Concession journey is less than the advance amount drawn, the employee cannot retain or adjust the excess funds. Service rules mandate that any unutilized balance of the advance must be refunded immediately to the government treasury upon submission of the final reimbursement bill.

48. (C) The advance must be refunded immediately in a lump sum.
If a journey for which a Leave Travel Concession advance was drawn is cancelled due to any reason, the official is required to refund the full advance amount immediately in one lump sum to the government. Holding the advance for future rescheduled dates or converting it to monthly installments is strictly impermissible under financial rules.

49. (B) A certificate from the local police station verifying the visit.
Final settlement of rail travel LTC claims requires submitting train tickets showing passenger details, PNR confirmations, and self-declarations of dependency. Physical verification or certificates from local police stations at the visited destination are completely unnecessary and non-existent under civil service travel rules, making police certificates strictly not required for claim processing.

50. (B) I and III
Submitting original boarding passes is mandatory for settling air travel Leave Travel Concession claims. However, if a boarding pass is lost, the claim is not automatically rejected forever; exceptional guidelines permit settlement upon submission of a self-declaration and a verification certificate issued by the concerned airline confirming travel execution, making statements I and III correct.

51. (A) Travel by a private vehicle/taxi owned by the official
Travel by a personal private vehicle or private taxi owned by the official is not permissible for Leave Travel Concession reimbursement under standard rules. Reimbursement is strictly limited to public transport systems, state transport buses, authorized passenger trains, or approved air travel channels, except in specifically approved medical or disability exception cases.

52. (A) 10 days
Government servants availing Leave Travel Concession are permitted to encash Earned Leave up to a maximum limit of 10 days at a time per LTC occasion or block. This encashment is granted alongside the travel concession, provided the official actually performs the journey and maintains the mandatory minimum leave balance required by rules.

53. (B) 60 days
The maximum cumulative limit of Earned Leave that a government servant can encash alongside Leave Travel Concession throughout their entire service career is capped at 60 days. This 60-day lifetime limit operates in tranches of up to 10 days per occasion and is entirely distinct from the maximum 300 days encashment allowed at retirement.

54. (B) A balance of at least 30 days of EL must remain.
A mandatory condition for encashing Earned Leave along with Leave Travel Concession is that a minimum balance of at least 30 days of Earned Leave must remain at the credit of the government servant after deducting the days being encashed. If the remaining credit falls below 30 days, the encashment request is disallowed.

55. (B) Each is independently entitled to encash up to 60 days in their respective careers.
When both husband and wife are government servants, each spouse is considered an independent government employee under service regulations. Consequently, each spouse is individually entitled to encash up to 60 days of Earned Leave alongside Leave Travel Concession

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during their respective service careers, subject to the standard 10-day limit per occasion.

56. (C) No, encashment is admissible only when the LTC journey is actually performed.
Leave encashment associated with Leave Travel Concession is strictly conditional upon the actual performance of the travel journey. An employee cannot claim leave encashment as an isolated financial allowance without undertaking the approved journey. If the travel journey is cancelled or abandoned, any encashed leave amount must be promptly refunded to government accounts.

57. (D) Fresh recruits are allowed to carry forward their unavailed LTC to the next year.
Fresh recruits in Central Government service are granted annual Leave Travel Concession facilities for their initial eight years, comprising three Home Town visits and one Anywhere in India visit in a four-year cycle. However, fresh recruits are strictly prohibited from carrying forward unavailed annual concessions to subsequent years, making statement D incorrect.

58. (A) Denied because carry-forward is not admissible to fresh recruits.
Fresh recruits in central service receive special annual Leave Travel Concession entitlements for their first eight continuous years. Under these special regulations, each annual concession must be utilized within that specific calendar year itself. The standard carry-forward grace period facility does not apply to fresh recruits, leading to denial of the request.

59. (C) After completion of eighth year of continuous service.
Fresh recruits operate under a special annual Leave Travel Concession structure during their initial service phase. They transition into the standard regular four-year block year system applicable to all other government employees immediately upon completing their eighth year of continuous service, joining the ongoing general block year cycle established by the government.

60. (B) Travel via a foreign territory completely invalidates the entire LTC claim.
Leave Travel Concession is intended strictly for travel within the geographic territory of India. If an employee's travel itinerary touches, transits through, or stops over in any foreign territory or port—such as a foreign cruise stopover—the entire Leave Travel Concession claim becomes completely invalidated and disentitled for reimbursement under financial regulations.

61. (A) Special LTC Dispensation Scheme for NER, J&K, Ladakh, and A&N Islands
The Special LTC Dispensation Scheme allows government employees who are otherwise non-entitled to air travel to travel by air in Economy class. This relaxation specifically promotes tourism and connectivity to designated remote or strategic regions, including the North Eastern Region, Jammu & Kashmir, Ladakh, and Andaman & Nicobar Islands, by converting Home Town LTC.

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62. (A) Both A and R are true and R is the correct explanation of A
The Special Dispensation Scheme enables employees to convert one block of Home Town LTC into an Anywhere in India LTC specifically to visit relaxed regions like NER, J&K, Ladakh, or A&N Islands. Thus, an official based in Delhi can legitimately convert Home Town LTC to travel to NER, making both statement A and R correct.

63. (D) They can travel by entitled train class to Delhi/Amritsar, then by air to Srinagar/Jammu/Leh.
Non-entitled officials visiting Jammu & Kashmir under the Special Dispensation Scheme must follow a prescribed multimodal route mechanism. They are required to travel from their official headquarters to designated gateway cities, such as Delhi or Amritsar, using their entitled train class, and thereafter take economy class flights to Srinagar, Jammu, or Leh destinations.

64. (C) Department of Personnel and Training (DoPT) — Formulation of CCS (LTC) Rules.
The Department of Personnel and Training (DoPT), operating under the Ministry of Personnel, Public Grievances and Pensions, serves as the primary administrative nodal authority responsible for formulating, amending, interpreting, and regulating Central Civil Services (Leave Travel Concession) Rules across all central government establishments, correctly matching the paired responsibility.

65. (B) Disciplinary proceedings under standard Central Civil Services Classification, Control and Appeal Rules
When a government employee misuses the Leave Travel Concession facility or submits a fraudulent claim, administrative action is initiated under Central Civil Services (Classification, Control and Appeal) Rules. Formal disciplinary proceedings are conducted, which can result in penalties, recovery of claims with penal interest, and temporary forfeiture of future LTC entitlements.

66. (D) It is withheld until the completion of the proceedings.
When disciplinary proceedings are pending against a government official regarding a fraudulent Leave Travel Concession claim, their future concession entitlements are held in abeyance. The employee cannot draw advances or avail LTC during this period. The entitlement remains withheld until the disciplinary case is fully finalized and resolved by competent authorities.

67. (A) I, II, and III
Processing an LTC claim strictly requires original tickets displaying fare and passenger names, dependency self-declarations for family members, and non-availment certificates confirming no prior claims for the block. Medical fitness certificates are not required for travel claim settlement, making statements I, II, and III mandatory while excluding statement IV from requirements.

68. (C) Interest is charged at 2% above GPF rate from the date of advance drawal.
When a government servant fails to refund an unutilized Leave Travel Concession advance within the prescribed time limit, penal interest is levied. Interest is calculated at a rate of 2% above the prevailing General Provident Fund (GPF) interest rate, charged continuously from the date the advance was originally drawn until full recovery.

69. (A) Accept the claim subject to verification of the journey through the PNR status.
Loss of physical train tickets does not cause automatic claim rejection if passenger name record (PNR) details and transaction confirmations exist. Under official procedural rules, the Head of Office can accept and process the LTC claim after verifying the travel performance and ticket authenticity directly through official railway online PNR verification systems.

70. (D) A journey touching several places and returning to headquarters without specifying a single farthest destination.
In Leave Travel Concession context, a circular tour refers to an itinerary where an employee travels through multiple intermediate cities or tourist destinations before returning to headquarters, without declaring a single farthest point. Standard LTC rules require travel to a single declared destination, making circular itineraries subject to specific reimbursement capping rules.

71. (B) The reimbursement is restricted to the fare admissible by the shortest direct route to the declared farthest point.
When an employee undertakes a circular tour touching multiple places, the entire claim is not rejected. Instead, reimbursement is calculated and restricted strictly to the entitled class fare along the shortest direct route between the headquarters and the declared farthest destination point, with excess travel costs borne entirely by the employee.

72. (C) Disabled employees with specific medical certificate and prior approval.
While private vehicle travel is generally disallowed under Leave Travel Concession, an exception is made for employees with physical disabilities. Disabled officials, upon submitting a valid medical certificate and obtaining prior approval from the Head of Department, are permitted to travel by private taxi or personal car with claims reimbursed per government road rates.

73. (D) Reimbursement is strictly limited to the entitled class fare by the shortest direct route.
If an official chooses to travel to their declared Leave Travel Concession destination via a circuitous or longer route, reimbursement is not granted for the extra distance covered. Financial rules dictate that reimbursement is strictly limited to the fare of the employee's entitled class calculated by the shortest direct route available between points.

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74. (A) Booking air tickets through unauthorized private portals or unapproved agents.
A frequent audit objection raised by Pay and Accounts Offices during LTC claim verification involves air tickets purchased through unauthorized private online portals or unapproved travel agencies. Regulations strictly mandate booking flights exclusively through airline counters or approved agencies (Balmer Lawrie, ATT, IRCTC), making non-compliant bookings subject to audit recovery.

75. (A) Both A and R are true and R is the correct explanation of A
Fresh recruits are entitled to annual LTC during their first eight years, where three out of four annual concessions in a four-year cycle are strictly restricted to Home Town travel. Consequently, fresh recruits must formally declare their Home Town prior to claiming their initial concession, validating both assertion and reason as correct.

76. (B) Yes, if pay level entitles them to travel by Shatabdi/Rajdhani in corresponding class.
Travel by premium express trains such as Vande Bharat Express is permissible under Leave Travel Concession rules. Eligibility is determined by pay level entitlements: employees whose pay levels entitle them to travel by Rajdhani or Shatabdi Express trains in corresponding classes are fully authorized to travel and claim reimbursement for Vande Bharat trains.

77. (A) No, agency charges and convenience fees are not reimbursable.
When air tickets are purchased through authorized travel agents for Leave Travel Concession, additional agency service charges, booking fees, or online convenience fees added to the base ticket cost are not reimbursable. Reimbursement is strictly limited to actual ticket fares, taxes, and mandatory fuel surcharges levied directly by the operating airline.

78. (C) Prohibited; LTC cannot be availed during journey on official transfer/tour.
Leave Travel Concession cannot be combined or clubbed with travel performed on official transfer, deputation, or official tour. Travel allowances for official duties and personal Leave Travel Concession serve completely distinct administrative purposes. Officials cannot perform LTC journeys while traveling on government duty or during transfer journeys under service regulations.

79. (D) Claim forfeited, advance recovered with penal interest due to delay.
When an official draws an advance for Leave Travel Concession, the final claim must be submitted within one month of journey completion. Submitting the claim beyond this mandatory deadline results in forfeiture of the reimbursement claim, followed by immediate lump-sum recovery of the drawn advance along with penal interest charged under rules.

80. (A) III, IV, II, I
The correct procedural sequence for availing Leave Travel Concession with an advance begins with submitting the leave application along with LTC intimation and advance request (III). Next, the competent authority approves leave and sanctions the advance (IV). The employee then executes the journey (II), concluding with submission of the final reimbursement bill (I).

81. (B) II and III
Encashment of Earned Leave cannot be claimed independently without actually undertaking an LTC journey, making statement I incorrect. Encashed leave days are deducted from the employee's cumulative leave account balance, and a minimum balance of 30 days of Earned Leave must remain post-deduction, making statements II and III correct under civil service rules.

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82. (D) Allowed in same block year/grace period under employee's block entitlement.
Family members of a government servant are permitted to undertake Leave Travel Concession journeys independently of the employee. To be valid, these independent family journeys must take place within the same designated block period or permitted grace period, utilizing the overall entitlement available under the employee's block concession without requiring joint travel.

83. (A) Yes, if return journey completes before retirement date.
A government servant granted Leave Preparatory to Retirement (LPR) remains eligible to avail Leave Travel Concession benefits. However, a strict condition applies: the entire journey, including the return leg, must be completed prior to the official date of superannuation or

retirement, after which service entitlements cease permanently for active concession claims.

84. (C) MakeMyTrip Corporate Services
Official regulations mandate that air tickets for Leave Travel Concession must be booked exclusively through three authorized travel agencies: Balmer Lawrie & Company, Ashok Travels & Tours, and IRCTC, or directly from airlines. Commercial private portals like MakeMyTrip are unauthorized, and bookings through them are strictly inadmissible for reimbursement.

85. (A) Ministry of Civil Aviation / DoPT based on specific merit.
When air tickets are booked through unauthorized travel agents or private online portals due to exceptional circumstances, departmental heads lack relaxation powers. Power to relax flight booking guidelines and sanction claims on specific merit rests exclusively with central authorities, namely the Ministry of Civil Aviation or Department of Personnel and Training (DoPT).

86. (D) The flexi fare is fully reimbursable for entitled officials.
In premium trains such as Rajdhani, Shatabdi, and Duronto Expresses, ticket costs often include dynamic pricing or flexi-fare surcharges. Under current Leave Travel Concession rules, dynamic flexi-fare charges levied by Indian Railways are fully reimbursable for officials whose pay level entitles them to travel by those premium train services.

87. (A) I and IV
If Anywhere in India LTC is unutilized within its block year or grace period, it lapses completely and cannot be encashed financially, making statement II false. Unutilized Home Town LTC in one block does not prevent claiming in subsequent blocks, making statement III false. Lapsed LTCs lapse without cash compensation and are non-transferable, making statements I and IV correct.

88. (C) Yes, permissible during weekends/holidays with prior intimation.
An employee is permitted to undertake travel under Leave Travel Concession during weekends or public holidays without taking formal regular leave. The only prerequisite is that the employee must submit prior written intimation to the Controlling Officer and secure administrative permission before embarking on the journey during non-working days.

89. (D) Train (Sleeper Class) to Kolkata/Chennai, then fly economy to Port Blair.
Under the Special Dispensation Scheme for visiting Andaman & Nicobar Islands, non-entitled Group C personnel must follow prescribed multimodal travel rules. They must travel by their entitled train class (Sleeper Class) from headquarters to designated hub cities like Kolkata or Chennai, and thereafter fly economy class to Port Blair for full reimbursement eligibility.

90. (A) Permanent home declared upon entry, needing periodic visits.
Home Town for Leave Travel Concession is the permanent home place declared by a government employee upon entering service. It represents a place where the employee maintains traditional family ties, residential property, or personal connections requiring periodic social visits, rather than automatically defaulting to place of birth or transferring upon official workplace postings.

91. (B) Return journey can complete in following year; outward journey dictates block.
When Leave Travel Concession is availed during the grace period, the block to which the concession is charged is determined strictly by the commencement date of the outward journey. As long as the outward journey begins within the grace year, the return journey can complete in the following year without invalidating the carried-forward claim.

92. (A) Both A and R are true and R is the correct explanation of A
Government guidelines mandate that air tickets for Leave Travel Concession must be purchased at the Best Available Fare on the booking date. Authorized travel agents are required to offer the most economical direct flight options in the entitled class to minimize public expenditure, confirming that both assertion and reason are true and logically aligned.

93. (A) Reimbursable by department subject to approval of competent authority.
If booked travel tickets for Leave Travel Concession must be cancelled due to official

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exigencies, such as sudden cancellation or recall from leave by administrative authorities, ticket cancellation charges are reimbursable. The department reimburses these cancellation fees upon verification and formal sanction by the competent authority.

94. (C) Fresh recruit keeps annual LTC; spouse keeps separate entitlement without dual claims.
When a newly recruited employee entitled to annual LTC is married to a senior government servant operating under the regular four-year block system, both retain their separate individual entitlements. The fresh recruit continues enjoying annual concessions while the spouse maintains regular block entitlements, provided no double claims are made for same dependents.

95. (D) Not admissible during suspension for suspended official.
Leave Travel Concession is admissible during various forms of sanctioned leave including maternity leave, study leave, and child care leave. However, it is strictly non-admissible for a government servant who is placed under suspension during their period of suspension, as they are disentitled from being granted sanctioned leave during disciplinary suspension.

96. (C) Grace Period — One additional year granted to avail an unutilized block
In Leave Travel Concession regulations, Grace Period refers specifically to the one additional calendar year granted immediately following the expiration of a regular block year, allowing an employee to utilize an unutilized concession. Definitions like foreign travel or financial encashment without travel are invalid, making Grace Period correctly defined in pair C.

97. (B) Non-submission of boarding passes and unauthorized portal bookings.
The most frequent audit objections raised by Pay and Accounts Offices regarding air travel Leave Travel Concession claims involve the failure to submit original boarding passes and booking tickets through unapproved commercial portals like MakeMyTrip or Yatra instead of authorized government travel agents (Balmer Lawrie, ATT, IRCTC).

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98. (D) Recover entire airfare from employees and deposit into government account.
When an audit points out air ticket bookings made via unauthorized private travel portals like MakeMyTrip, administrative authorities cannot grant retroactive relaxation. Since guidelines mandate booking strictly through authorized agents, the entire airfare reimbursed must be recovered from the employees and credited back into the government account under rules.

99. (A) Rejected; Home Town LTC requires travel to declared Home Town.
Home Town Leave Travel Concession strictly requires the employee to travel to their officially declared Home Town station (Patna). Claiming travel to a different city (Gaya), even if located in the same state or nearby region, violates Home Town travel regulations, resulting in rejection of the reimbursement claim by controlling authorities.

100. (C) Rejected for parents; disciplinary action may be initiated for false declaration.
To claim parents as dependents for LTC, their monthly pension must not exceed ₹9,000 plus Dearness Relief. If an official falsely claims a father drawing ₹25,000 monthly pension as dependent, the claim for parents is rejected, and disciplinary proceedings under CCS (CCA) Rules may be initiated against the employee for false declaration.

CHAPTER 08
Principles of School Budget

1. What is the primary purpose of institutional budgeting in the context of school administration?
(A) To translate educational objectives into a financial plan
(B) To generate maximum revenue from student fees and community donations
(C) To limit the administrative autonomy of the Drawing and Disbursing Officer (DDO)
(D) To ensure that government funds remain unspent and are returned to the exchequer

2. Which of the following best describes a 'Line-Item Budget' commonly used in government schools?
(A) A budget that allocates funds based entirely on the previous year's performance outcomes
(B) A budget where all allocations start from zero every financial year
(C) A budget that lists specific heads of expenditure and allocates a fixed amount to each
(D) A budget exclusively designed for long-term capital infrastructure projects

3. In the budget preparation process, what is the meaning of 'Budget Estimates' (BE)?
(A) The anticipated receipts and proposed expenditure for the next financial year
(B) The actual audited expenditure incurred during the previous completed financial year
(C) The revised allocation approved mid-way through the current financial year
(D) The final audited figures published by the Comptroller and Auditor General

4. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A school Principal cannot freely divert funds sanctioned for 'Salaries' to purchase 'Machinery and Equipment'.
Reason (R): Government budgeting operates on the principle of strict adherence to authorized units of appropriation.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

5. Which of the following is a major limitation of the line-item budget system in school administration?
(A) It provides excessive flexibility, leading to financial mismanagement
(B) It focuses on inputs and expenditure control rather than educational outcomes
(C) It requires school administrators and heads to justify every institutional expense from scratch annually
(D) It makes the auditing process extremely difficult and non-transparent

6. Consider the following statements regarding the 'Performance Budget':
I. It focuses on the results to be achieved rather than merely the items to be purchased.
II. It establishes a direct link between physical targets and financial allocations.
III. It completely eliminates the need for maintaining expenditure control registers.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

7. Under the General Financial Rules (GFR) 2017, what is the prescribed limit for the 'rush of expenditure' in the last month (March) of the financial year?
(A) It should not exceed 10% of the budget estimates
(B) It should not exceed 15% of the budget estimates
(C) It should not exceed 25% of the budget estimates
(D) It should not exceed 33% of the budget estimates

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8. In a 'Zero-Based Budget' (ZBB) approach, which of the following practices is mandated for the Head of the Institution?
(A) Justifying all proposed expenditures from scratch as if prepared for the first time
(B) Automatically incrementing the previous year's budget by a fixed inflation percentage across all operational heads
(C) Focusing exclusively on zeroing out all pending audit objections
(D) Ensuring that revenue receipts exactly match capital expenditures

9. Which sequence correctly represents the standard stages of the budget cycle in government administration?
I. Audit of accounts
II. Execution of the budget
III. Preparation of estimates
IV. Enactment or approval
(A) III, IV, II, I
(B) III, II, IV, I
(C) IV, III, II, I
(D) III, IV, I, II

10. A school Principal receives a supplementary grant in November to meet the unexpected shortfall in the 'Wages' head. In the budgetary framework, this mid-year adjustment is reflected in the:
(A) Budget Estimates (BE)
(B) Revised Estimates (RE)
(C) Utilization Certificate (UC)
(D) Vote on Account

11. Which of the following expenditures incurred by a government school is classified as 'Capital Expenditure'?
(A) Construction of a new multi-purpose auditorium
(B) Payment of monthly electricity and water bills
(C) Annual maintenance contract for computer laboratories
(D) Procurement of chalks, dusters, and daily office stationery

12. A Head of School (HoS) notices that a large sum allocated for 'Office Expenses' will remain unspent by the end of February. What is the most appropriate administrative action?
(A) Quickly purchase additional stationery to exhaust the funds before March 31
(B) Transfer the funds to a private school bank account to prevent them from lapsing
(C) Surrender the anticipated savings immediately to the controlling officer
(D) Issue a cheque to the local SMC members for future discretionary use

13. Identify the incorrect statement regarding 'Re-appropriation of funds':
(A) It involves transferring saved funds from one primary unit of appropriation to another within approved boundaries
(B) It can only be done within the same grant or appropriation
(C) Re-appropriation from 'Voted' to 'Charged' expenditure is generally not permissible
(D) A DDO has full powers to re-appropriate funds between major heads

14. What does the term 'Plan Expenditure' historically signify in the context of the Indian budget system (prior to its abolition in 2017-18)?
(A) Expenditure incurred on routine administrative maintenance and salaries
(B) Expenditure allocated solely for disaster management, immediate emergency relief, and contingent operations
(C) Expenditure on developmental schemes tied to Five-Year Plans
(D) Unplanned expenditure incurred without legislative approval

15. Consider the following statements regarding the abolition of the Plan and Non-Plan expenditure classification:
I. It was abolished by the Government of India in the financial year 2017-18.
II. It was replaced by the Revenue and Capital expenditure classification.
III. The abolition aimed to provide a holistic view of budget allocations without artificial compartmentalization.
IV. It resulted in the elimination of the zero-based budgeting system.
Which of the statements given above are correct?
(A) I, II and III only
(B) II, III and IV only
(C) I, III and IV only
(D) I, II, III and IV

16. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Unspent balances of a grant at

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the close of the financial year automatically lapse and cannot be carried forward to the next financial year.
Reason (R): Government budgets operate on the principle of annuality to ensure strict parliamentary control over finances.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

17. The primary purpose of submitting a 'Utilization Certificate' (UC) is to:
(A) Certify that funds were utilized for the sanctioned purpose
(B) Demand additional funds for the next quarter
(C) Certify the professional competence of the school's teaching staff
(D) Register a formal administrative complaint regarding procedural delays in regular budget disbursement

18. What is the fundamental difference between Revenue Budget and Capital Budget in a school setting?
(A) Revenue budget is for central grants; Capital budget is for state grants
(B) Revenue budget requires the Principal's administrative approval; Capital budget requires approval from the SMC and PAO
(C) Revenue budget manages daily operations; Capital budget manages long-term asset creation
(D) Revenue budget is prepared in April; Capital budget is prepared in October

19. Under the General Financial Rules (GFR), which document must be maintained by the DDO to monitor and prevent expenditure from exceeding the budget allotment?
(A) Expenditure Control Register
(B) Service Book
(C) Acquittance Roll
(D) Contingent Advance and Disbursement Register

20. An internal audit team raises an objection regarding "split purchases" at a government school. What does this term indicate?
(A) Dividing purchased items among different departments equitably
(B) Purchasing items from two different states to compare quality
(C) Splitting the full procurement cost of an institutional item between the internal PTA fund and official departmental government grants
(D) Dividing a large procurement into smaller batches to bypass higher authority financial limits

21. Which authority is primarily responsible for conducting the external statutory audit of accounts for the Directorate of Education and its schools?
(A) Directorate of Audit, Government of NCT of Delhi
(B) Comptroller and Auditor General (CAG)
(C) Internal Finance Wing of DoE
(D) School Management Committee (SMC)

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22. A 'Vote on Account' is passed by the legislature when:
(A) The government decides to re-appropriate surplus funds from the Capital budget to the operational Revenue budget mid-year
(B) The audit department objects to a major expenditure incurred by a department
(C) Authorization is needed for temporary expenditure pending budget passage
(D) A school Principal requests an enhancement of their imprest amount

23. What is the meaning of the term 'Imprest' or 'Permanent Advance' in school financial administration?
(A) A large fixed deposit held in the name of the school to earn interest
(B) A lump sum grant provided for major civil construction works
(C) The advance salary paid to a permanent government servant proceeding on authorized long leave or deputation
(D) A fixed advance with the DDO for petty expenses, recouped periodically

24. Which of the following pairs is correctly matched?
(A) Zero-Based Budget — Evaluates programs from scratch before resource allocation
(B) Line-Item Budget — Focuses entirely on evaluating student learning outcomes
(C) Performance Budget — Allocates funds based solely on previous year's unverified expenditure levels
(D) Capital Budget — Deals exclusively with

Reason (R): The Cash Book is the most vital financial record, and the DDO is personally responsible for ensuring the accuracy of cash transactions and balances.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

43. Which document serves as the formal authorization for a DDO to draw funds against a specified budget head?
(A) Sanction Order / Allocation Letter
(B) The Audit Report
(C) The Service Book
(D) The Official Staff Attendance Register

44. When preparing the Budget Estimates (BE) for 'Salaries', which of the following factors must a school Principal consider?
(A) Anticipated retirement of staff members
(B) Release of annual increments
(C) Expected hikes in Dearness Allowance (DA)
(D) All of the above

45. A Test Audit Note (TAN) issued by an audit party generally indicates:
(A) A severe case of financial misappropriation requiring an immediate registration of a police FIR
(B) The successful completion of a zero-based budget cycle
(C) The authorization to write off losses above Rs 10 Lakhs
(D) Minor procedural lapses rectifiable by the HoO without formal proceedings

46. An audit objection regarding 'fictitious booking of expenditure' usually refers to:
(A) Buying books of fiction for the school library
(B) Transferring money systematically from the permanent imprest account to the main school operational bank account
(C) Recording expenditure in cash book before receiving goods/services to avoid fund lapse
(D) Maintaining separate registers for plan and non-plan funds

47. Consider the following statements regarding the utilization of Imprest:
I. The amount spent from Imprest is recouped by submitting a contingent bill to the PAO.
II. Imprest can be used to pay regular monthly salaries to permanent staff.
III. The DDO must maintain a separate Imprest Cash Book.
Which of the statements given above are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

48. During the budget approval process, if the Directorate of Education scales down the budget demanded by a school, the Principal should:
(A) Stop paying salaries to the staff until the full demand is met
(B) Ignore the sanctioned limit completely and incur expenditure based strictly on the original budget demand
(C) Direct the PAO to release funds regardless of the sanction
(D) Revise expenditure to prioritize essential activities within sanctioned limits

49. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Historical budgeting (incremental budgeting) remains popular in many government departments despite criticisms.
Reason (R): It is simple to implement, requires less analytical effort than zero-based budgeting, and provides a stable, predictable financial environment.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

50. The concept of 'Standards of Financial Propriety' expects a government officer to:
(A) Ensure that all departmental budget allocations are fully exhausted before March 31, regardless of actual institutional need
(B) Give preference to local vendors even if their prices are significantly higher
(C) Spend public funds with the same vigilance as a person of ordinary prudence
(D) Avoid conducting physical verification of stores to save administrative time

51. A school receives a grant under Samagra Shiksha for purchasing teaching-learning materials

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making bulk purchases of non-perishable stores in the last week of March.
Reason (R): Bulk purchases made hurriedly to avoid the lapse of budget grants often lead to compromise in quality, violation of procurement rules, and wasteful expenditure.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

34. Which of the following is a common audit objection related to the management of school budgets?
(A) Timely submission of the Utilization Certificate
(B) Deducting TDS and depositing it on time
(C) Non-maintenance of the Dead Stock Register
(D) Surrendering unspent balances before the close of the financial year

35. What is the standard duration of the financial year for government budgeting in India?
(A) 1st January to 31st December
(B) 1st July to 30th June
(C) 1st April to 31st March
(D) 1st October to 30th September

36. Which budgetary concept is specifically aimed at avoiding the perpetuation of obsolete schemes by requiring administrators to justify the entire budget request?
(A) Incremental Budgeting
(B) Performance Budgeting
(C) Line-Item Budgeting
(D) Zero-Based Budgeting

37. Which register must be maintained by the Head of School to ensure that physical assets acquired through the Capital Budget are accounted for?
(A) Cash Book
(B) Non-Consumable Stock Register
(C) Contingent Expenditure and Advance Register
(D) Pay Bill Register

38. A Principal submits the school's budget proposal by simply adding a 10% increase to every expense head from the previous year, without evaluating actual needs. Which budgeting approach is this?
(A) Zero-Based Budgeting
(B) Performance Budgeting
(C) Incremental Budgeting
(D) Outcome Budgeting

39. Consider the following statements regarding the 'Revised Estimates' (RE):
I. RE is a fresh estimate of the current year's receipts and expenditure.
II. RE is prepared in the light of actual expenditure incurred during the first few months of the financial year.
III. The approval of RE automatically authorizes the DDO to incur expenditure beyond the original budget allocation without further sanction.
IV. RE provides an opportunity to re-appropriate funds or request supplementary grants.
Which of the statements given above are correct?
(A) I, II and IV only
(B) II, III and IV only
(C) I, III and IV only
(D) I, II, III and IV

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40. According to standard financial rules, what happens to a sanction for an expenditure if it is not acted upon (i.e., payment is not made) within the same financial year?
(A) It generally lapses at the close of the financial year unless re-validated
(B) It is automatically transferred to a private institutional bank account for future spending
(C) It remains valid indefinitely until the payment is made
(D) It is converted into an imprest advance

41. Consider the following statements regarding the role of the Pay and Accounts Office (PAO) in budget execution:
I. To pre-check and pass the bills presented by the DDO.
II. To maintain the GPF accounts of employees.
III. To formulate the state's educational policy.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

42. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Principal must sign the Cash Book at the close of every day when transactions take place.

60. The principle of 'No expenditure without sanction' implies that:
(A) No spending can occur anywhere without the mandatory prior written approval of the local MLA and municipal counselor
(B) DDOs can spend up to Rs. 1 Lakh without any formal documentation
(C) Expenditure requires both budget provision and administrative sanction
(D) Sanctions must be published in the daily newspaper before payment is made

61. Under standard budgeting practices, the process of 'Reconciliation of Accounts' involves:
(A) Reconciling the dispute between two vendors
(B) Reconciling annual syllabus completion timelines with the official departmental academic calendar and exam schedules
(C) Settling disciplinary cases against accounts staff
(D) Matching expenditure recorded in school registers with PAO figures

62. Which of the following best defines 'Outcome Budgeting'?
(A) Allocating funds merely based on the availability of revenue
(B) Minimizing total operational expenditure aggressively to achieve a structural surplus budget by year-end
(C) Translating outlays into measurable physical outcomes
(D) Providing funds only at the end of the financial year

63. A school places an order for computers in March. The computers are delivered on April 5 of the next financial year. According to government budgeting principles, the payment for these computers should ideally be made from:
(A) The budget of the previous financial year, bypassing the standard financial lapse rule with retroactive sanction
(B) The budget allocation of the new financial year
(C) The imprest account of the Principal
(D) The personal account of the vendor

64. A Principal discovers that a laptop purchased two years ago from the Capital budget is missing from the stock room. What is the immediate required action?
(A) Buy an immediate replacement using the permanent Imprest account and update the stock register quietly without report
(B) Write off the loss independently since the laptop is old
(C) Deduct the cost from the salaries of all staff members equally
(D) File a police report, inform higher authorities, and inquire

65. Consider the following statements about 'Plan' and 'Non-Plan' expenditure:
I. Plan expenditure was traditionally linked to Five-Year Plans.
II. Non-Plan expenditure included committed liabilities like interest payments and salaries.
III. The distinction was removed to integrate scheme and non-scheme expenditures.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

66. In the context of government financial rules, what is the meaning of 'Write-off'?
(A) Approving an advance payment to a contractor
(B) Erasing or removing outstanding audit objections manually from the final departmental audit report without compliance
(C) Writing off lost/damaged assets from stock registers with approval
(D) Returning unspent funds to the finance department

67. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Principal should ensure that bulk of the budget allocated for school maintenance is strictly spent in the month of March.
Reason (R): Rushing expenditure in March is a violation of financial rules and indicates poor institutional planning.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

68. Which of the following forms is typically used for submitting a Utilization Certificate (UC) for

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(TLM). The Head of School uses a portion of this grant to pay the electricity bill to avoid disconnection. This action is:
(A) An unauthorized diversion of funds
(B) A legitimate emergency exercise of the Principal's discretionary financial powers
(C) An example of effective performance budgeting
(D) A permitted re-appropriation under the Revenue Budget

52. Which of the following is NOT an advantage of Performance Budgeting?
(A) It improves accountability by focusing on outcomes
(B) It helps in evaluating the comparative efficiency and impact of an ongoing administrative program
(C) It aligns physical targets with financial outlays
(D) It simplifies budgeting by ignoring financial limits

53. The 'Contingent Register' in a school is primarily maintained to record:
(A) Leave records of the teaching staff
(B) Day-to-day minor expenditures like postage and repairs
(C) Disciplinary proceedings against students
(D) Detailed official minutes and resolutions of the School Management Committee meetings

54. Identify the correct statement regarding 'Revenue Receipts' in a government school context:
(A) Funds received from selling the school building
(B) Special capital developmental grants sanctioned specifically for constructing a multi-purpose science laboratory
(C) Funds generated from routine sources like fees, fines, or sale of scrap
(D) Loans taken from international agencies

55. What is the primary reason schools are required to submit their Budget Estimates (BE) several months before the start of the next financial year?
(A) To allow the PAO to disburse the funds before December
(B) To determine the increment amount for the Principal
(C) To allow external financial auditors to comprehensively audit the annual estimates before any funds are officially spent
(D) To allow consolidation, scrutiny, and legislative approval before April 1

56. Consider the following statements regarding the role of the Principal in budget management:
I. The Principal must ensure that expenditures do not exceed the budget allocation.
II. The Principal has the authority to alter the prescribed budget heads independently.
III. The Principal is responsible for submitting Utilization Certificates on time.
IV. The Principal must ensure physical verification of assets purchased from the budget.
Which of the statements given above are correct?
(A) I, II and III only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II, III and IV

57. Which type of budget evaluates the total cost of every function within a school, making no reference to the previous year's funding levels?
(A) Incremental Budget
(B) Zero-Based Budget
(C) Line-Item Budget
(D) Historical Budget

58. An external audit raises an objection stating "Non-maintenance of proper log books for government vehicles/generators." This is classified as a:
(A) Policy objection
(B) Procedural objection
(C) Embezzlement objection
(D) Statutory tax and duty compliance objection

59. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Principal is absolved of all financial liabilities if the duties of the DDO are officially delegated to the Vice-Principal.
Reason (R): The Head of Office (HoO) retains overall responsibility for the financial administration and propriety of the institution, regardless of internal delegation.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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(B) Revised Budget Estimates
(C) Vote on Account
(D) Appropriation Accounts

78. In the preparation of budget estimates, the term 'Committed Liability' refers to:
(A) Funds allocated for unapproved future projects
(B) The discretionary contingency fund placed at the disposal of the Principal for emergency expenses
(C) Obligations to pay for authorized goods or services
(D) Money collected from students for an excursion

79. During budget monitoring, the 'Rule of Lapse' ensures that:
(A) Institutional heads who fail to spend their allocated departmental budget before March 31 face immediate service termination
(B) Unspent balances revert to the consolidated fund at year-end
(C) A budget once passed is valid for five continuous years
(D) Audits are only conducted after the lapse of ten years

80. Identify the correct chronological sequence of steps a Principal should take upon receiving an audit report containing objections:
I. Discuss with the concerned staff and gather facts.
II. Receive and read the audit report.
III. Implement corrective measures to avoid future recurrence.
IV. Draft and submit a formal compliance reply.
(A) II, I, IV, III
(B) II, I, III, IV
(C) I, II, IV, III
(D) II, IV, I, III

81. A school receives funds for organizing a sports meet. The event is cancelled. The Principal uses the money to paint the school boundary wall without informing the controlling officer. This action is an example of:
(A) Unauthorized diversion of funds
(B) Good institutional planning
(C) Imprest management
(D) Effective and optimal utilization of the Capital Infrastructure Budget

82. Which of the following budgets heavily utilizes a "Table of Organization and Equipment" or a fixed list of sanctioned posts and items?
(A) Zero-Based Budget
(B) Outcome Budget
(C) Line-Item Budget
(D) Performance Budget

83. The process of tracking budget expenditure against allocations on a month-to-month basis at the school level is primarily necessary to:
(A) Avoid over-drawl and March rush
(B) Increase the administrative workload of clerical and accounting staff
(C) Provide daily reports to the CAG
(D) Increase the student enrollment rate

84. Consider the following statements regarding External Audit:
I. It is conducted by an agency independent of the audited organization.
II. Its primary objective is to report to the legislature on the propriety and legality of expenditures.
III. It is conducted internally by the school's own Vice-Principal.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

85. The "Appropriation Act" passed by the legislature is significant for school administrators because:
(A) It dictates the mandatory academic curriculum and examination system to be followed by all public institutions
(B) It authorizes withdrawal of money from Consolidated Fund for budget spending
(C) It outlines the disciplinary rules for students
(D) It abolishes the need for internal audits

86. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Once the budget is approved, the DDO can draw money from the PAO even if a specific administrative sanction for the purchase is lacking.
Reason (R): Budget provision and administrative sanction are two separate requirements; both must be satisfied to incur expenditure.
(A) Both A and R are true and R is the correct

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grants received under General Financial Rules (GFR) 2017?
(A) GFR 16
(B) GFR 3
(C) GFR 22
(D) GFR 12-A

69. To prepare a realistic school budget, the Principal requires inputs from:
(A) The Heads of various departments/ laboratories
(B) The library committee
(C) The administrative office regarding pending liabilities and increments
(D) All of the above

70. The internal audit of a government school is primarily conducted by:
(A) The Ministry of Finance, Government of India
(B) Private Chartered Accountants appointed independently by the School Management Committee
(C) Internal Audit Branch of the concerned Department of Education
(D) The local municipal counselor

71. If a school Principal is assigned as the Drawing and Disbursing Officer (DDO), which of the following is NOT an expected function?
(A) Checking bills and claims for accuracy before submission
(B) Ensuring deductions like Income Tax and GPF are correctly made
(C) Keeping the Cash Book up to date
(D) Approving the state education budget in the assembly

72. Which principle of zero-based budgeting makes it highly challenging for routine school administration?
(A) It requires extensive paperwork and annual justification for all expenses
(B) It encourages long-term infrastructure investment
(C) It relies heavily on historical data
(D) It completely ignores all qualitative and quantitative outcomes of ongoing institutional educational programs

73. Which of the following is the most appropriate action if an audit objection raises a discrepancy of Rs. 50 in the petty cash book?
(A) Ignore the discrepancy entirely as the total monetary amount is too small to warrant a formal explanation
(B) Investigate, rectify the error, and submit compliance
(C) Close the school for a day to audit all records
(D) Suspend the clerk responsible immediately without inquiry

74. Consider the following statements about the 'Cash Book':
I. It must be bound and its pages machine-numbered.
II. Erasing or overwriting entries is strictly prohibited.
III. It must be closed and verified at the end of each month by the Head of Office.
IV. It only records transactions related to the capital budget.
Which of the statements given above are correct?
(A) I, II and III only
(B) II, III and IV only
(C) I, III and IV only
(D) I, II, III and IV

75. A Head of School needs to procure library books worth Rs. 10,000. Which budget head is most appropriate for this expenditure in a standard government budget framework?
(A) Office Expenses or Library head
(B) Minor Works
(C) Machinery, Equipment, and Heavy Fixtures
(D) Professional Services

76. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Principal cannot use the school's Imprest money to give personal loans to teachers facing a financial crisis.
Reason (R): Government funds must be strictly utilized for the public purposes for which they are sanctioned and cannot be used for private benefit.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

77. Which document details the final actual receipts and expenditures of the government for a given year, post-audit?
(A) Budget Estimates

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routine maintenance of existing facilities

25. Which of the following steps is NOT a part of the traditional budget preparation process at the school level?
(A) Reviewing the actual expenditure of the past year
(B) Issuing sovereign bonds to cover deficit financing
(C) Estimating the requirements for the coming year
(D) Factoring in anticipated changes like increments and DA hikes

26. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Internal audit is considered a continuous managerial tool rather than a fault-finding mission.
Reason (R): The objective of internal audit is to ensure compliance with rules, improve internal controls, and rectify errors before external audits occur.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

27. Identify the incorrect pair regarding standard Object Heads of expenditure:
(A) Office Expenses — Procurement of heavy machinery and permanent facilities
(B) Salaries — Gross Pay, Dearness Allowance, House Rent Allowance, and other sanctioned allowances
(C) Wages — Remuneration paid to daily wage laborers
(D) Travel Expenses — Tour TA and transfer TA

28. Consider the following statements about the 'Surrender of Savings':
I. Savings must be surrendered immediately when they are foreseen.
II. Funds cannot be reserved or kept back for possible future unbudgeted contingencies.
III. Surrendered funds can be reclaimed by the DDO at any time during the next financial year.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

29. A Principal procures 50 library books using funds specifically allocated for 'Sports Equipment', arguing that both benefit the students. This action is a violation of which financial principle?
(A) Principle of Mandatory Zero-Based Budgeting Review
(B) Principle of Vote on Account
(C) Principle of Capitalization
(D) Re-appropriation without competent approval

30. Which of the following best defines the role of the Drawing and Disbursing Officer (DDO) in a government school?
(A) To personally fund the school's emergency minor contingent expenses directly from their personal salary
(B) To act as the sole auditing authority for all zonal schools
(C) To draw money from the PAO and disburse it for authorized purposes
(D) To dictate the monetary policy of the state education department

31. Under the General Financial Rules (GFR), who among the following is ultimately responsible for enforcing financial order and strict economy at every step?
(A) The Junior Assistant handling routine departmental accounts
(B) The Controlling Officer / HoD
(C) The Pay and Accounts Officer (PAO)
(D) The External Auditor

32. In the context of budgetary mechanisms, what does the term 'Contingency Fund' refer to?
(A) A fund used to pay routine monthly salaries of staff
(B) A confidential administrative fund maintained by the Principal for unrecorded departmental expenditures
(C) A student welfare fund generated solely from late fee fines
(D) A fund placed with the President/Governor for urgent unforeseen spending

33. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Schools are discouraged from

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explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

87. An amount of Rs. 50,000 was allocated for purchasing laboratory chemicals, but the lowest bid came to Rs. 55,000. Assuming the Principal has no delegated powers to exceed the budget, what is the appropriate step?
(A) Pay Rs. 50,000 from the official budget allocation and collect Rs. 5,000 directly from teachers' personal pockets
(B) Reject the procurement and wait for next year
(C) Alter the quotation artificially to read Rs. 50,000
(D) Request additional allocation via RE or seek re-appropriation sanction

88. Under government budgeting, the primary objective of categorizing expenditure into 'Revenue' and 'Capital' is to:
(A) Separate operational costs from long-term asset investments
(B) Separate teachers' salaries from clerical staff salaries
(C) Differentiate between central funds and state funds
(D) Help private sector entities and external vendors understand general macro-level government spending priorities

89. Which characteristic is fundamentally associated with 'Incremental Budgeting'?
(A) Justifying every single rupee requested from scratch as if the educational program is entirely new
(B) Adjusting previous year's budget marginally for inflation and growth
(C) Linking every allocation directly to student pass percentages
(D) Eliminating all fixed costs from the budget estimates

90. Which of the following registers must be updated immediately upon the receipt of newly purchased laboratory microscopes?
(A) Acquittance Roll
(B) Non-Consumable Register
(C) Consumable Items Stock Register
(D) Attendance Register

91. A government school Principal realizes on March 25 that Rs. 2 Lakhs allocated for a minor repair work cannot be executed due to an ongoing court stay. What is the prescribed financial action?
(A) Surrender funds immediately to avoid unutilized lapse
(B) Withdraw the sanctioned money in cash and keep it in the institutional safe for the next academic year
(C) Transfer the money to the Public Works Department blindly
(D) Distribute the money as an advance bonus to the staff

92. Consider the following budgetary heads:
I. Salaries
II. Domestic Travel Expenses (DTE)
III. Medical Treatment
IV. Office Expenses (OE)
Which of the above are standard primary units of appropriation (Object Heads) under which school budgets are typically allocated?
(A) I and IV only
(B) I, II and IV only
(C) II, III and IV only
(D) I, II, III and IV

93. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Principal must conduct a physical verification of all school stores at least once a year.
Reason (R): Physical verification ensures that the assets purchased exist on the ground and match the entries in the stock registers.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

94. What is the main consequence of not submitting the Utilization Certificate (UC) for a grant-in-aid on time?
(A) The Principal is immediately dismissed from service
(B) The school's official recognition and operational license are automatically withdrawn permanently
(C) Further grant releases are withheld by sanctioning authority
(D) The unutilized amount is doubled as a

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penalty

95. The preparation of a budget at the school level should ideally follow which approach to ensure grassroots needs are met?
(A) Top-down approach
(B) Bottom-up approach
(C) Laissez-faire approach
(D) Autocratic approach

96. If a DDO finds an unauthorized correction or over-writing in a voucher submitted by a vendor, what is the legally sound action?
(A) Accept it if the amount is less than Rs. 1000
(B) Apply white-fluid to make it look neat
(C) Countersign the overwriting independently without questioning the vendor about the alteration
(D) Reject voucher and request a fresh, clean bill

97. Which of the following principles asserts that all revenues should be deposited into a single central fund before being allocated for expenditure?
(A) Principle of Unity of Budget
(B) Principle of Annuality
(C) Principle of Re-appropriation
(D) Principle of Zero-Base

98. When preparing the Revised Estimates (RE), a school requests an additional Rs. 5 Lakhs for electricity due to increased tariff rates. This request, if approved, will be accommodated by the government through:
(A) An Excess Grant
(B) A Special Vote of Credit
(C) A Supplementary Grant
(D) An Exceptional Grant

99. The concept of 'Performance Budgeting' was first extensively applied and popularized by which global commission before being adapted worldwide?
(A) The Hoover Commission (USA)
(B) The Kothari Commission
(C) The Mudaliar Commission
(D) The Radhakrishnan Commission

100. A Principal notices that the 'Water and Electricity Charges' head is consistently underfunded in the Budget Estimates over the last three years. The most appropriate administrative response is to:
(A) Continue diverting funds from the 'Library' head every year
(B) Disconnect the school's electricity to save money
(C) Advise students and staff members to bring their own drinking water and portable battery lamps from home daily
(D) Justify based on historical trends and request higher baseline allocation in next BE

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ANSWERS

1. (A) To translate educational objectives into a financial plan
Institutional budgeting in school administration serves as a financial mechanism that aligns educational goals with available resources. It translates academic plans, instructional requirements, and development programs into detailed monetary estimates. This systematic approach ensures efficient resource allocation, promotes financial discipline, maintains administrative accountability, and supports the overall operational growth of the educational institution.

2. (C) A budget that lists specific heads of expenditure and allocates a fixed amount to each
A line-item budget is a traditional budgeting method that categorizes expenditures into specific object heads, such as salaries, utilities, and office supplies. Each line item receives a fixed monetary allocation. This system emphasizes strict accounting control and compliance rather than programmatic outcomes, ensuring that spending remains within authorized unit boundaries.

3. (A) The anticipated receipts and proposed expenditure for the next financial year
Budget Estimates represent the initial financial forecasts prepared by administrative authorities for the upcoming financial year. These estimates detail expected revenue receipts and proposed operational expenditures based on institutional requirements and policy priorities. Serving as the foundation of the government budget, they undergo administrative scrutiny and legislative approval prior to implementation.

4. (A) Both A and R are true and R is the correct explanation of A
Government financial management operates under strict legislative sanctions where funds are appropriated under specific units or object heads. A Drawing and Disbursing Officer cannot reallocate funds between distinct heads, such as shifting salary allocations to equipment purchases, without proper re-appropriation authority. Strict adherence to approved units maintains financial discipline and legislative control.

5. (B) It focuses on inputs and expenditure control rather than educational outcomes
The primary limitation of line-item budgeting is its narrow emphasis on financial inputs and strict tracking of line items. By focusing exclusively on spending limits across specific accounting heads, it fails to measure the actual effectiveness, educational outcomes, or qualitative achievements resulting from the expenditure, thereby limiting performance evaluation in administration.

6. (A) I and II only
Performance budgeting integrates financial allocations with physical targets and program achievements, shifting focus from inputs to results. While it clearly links budgetary outlays to quantitative and qualitative goals, it does not eliminate expenditure control registers. Financial tracking and accounting controls remain necessary to ensure compliance, legal propriety, and accountability throughout execution.

7. (B) It should not exceed 15% of the budget estimates
General Financial Rules mandate that expenditure must be distributed evenly throughout the financial year to avoid rush of spending at the end. To maintain fiscal discipline, rules explicitly restrict expenditure during the final month of March to a maximum of fifteen percent of the overall annual budget estimates for the department.

8. (A) Justifying all proposed expenditures from scratch as if prepared for the first time
Zero-based budgeting requires institutional heads to re-evaluate and justify every proposed expense from a zero base for each budget cycle, regardless of historical allocations. Past expenditure baselines are ignored, forcing administrators to evaluate every program's necessity, efficiency, and cost-effectiveness, thereby eliminating obsolete or redundant institutional activities.

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69. (D) All of the above
Formulating an accurate school budget requires inclusive administrative input across all operational units. Institutional heads must gather requirements from academic department heads, laboratory in-charges, library staff, and administrative office personnel to properly estimate operational costs, upcoming salary increments, pending liabilities, and institutional infrastructure needs.

70. (C) Internal Audit Branch of the concerned Department of Education
The internal audit of government schools is conducted by the specialized Internal Audit Branch operating within the concerned Department of Education. This departmental body examines institutional books of account, evaluates adherence to financial rules, identifies record-keeping deficiencies, and helps schools rectify errors before external statutory audits occur.

71. (D) Approving the state education budget in the assembly
A Drawing and Disbursing Officer manages local institutional transactions, including scrutinizing bills, enforcing statutory payroll deductions, and maintaining updated Cash Books. Approving state-level education budgets is a legislative power reserved exclusively for the legislative assembly and state government, completely outside the administrative duties of a local DDO.

72. (A) It requires extensive paperwork and annual justification for all expenses
Zero-based budgeting presents significant operational challenges in routine school administration due to its demand for extensive documentation and yearly justification of every cost. Re-evaluating routine administrative needs and educational programs from a zero base increases administrative burden and requires substantial time, analytical effort, and documentation each cycle.

73. (B) Investigate, rectify the error, and submit compliance
Proper response to any audit objection, regardless of monetary size, requires systematic administrative investigation. The Head of School must identify the root cause of accounting discrepancies, correct accounting entries in accordance with established rules, and submit a formal compliance report to the auditing agency to settle the observation.

74. (A) I, II and III only
The Cash Book is a bound, page-numbered financial ledger where overwriting or erasure is strictly forbidden. It must be closed, reconciled, and physically verified monthly by the Head of Office. It records all official cash transactions across both revenue and capital heads, making its scope far broader than capital expenditure alone.

75. (A) Office Expenses or Library head
Procuring library books for an educational institution is appropriately charged to designated primary operational heads, such as Office Expenses or specific Library grants. These non-capital academic materials support recurring learning needs and fall under operational revenue unit appropriations rather than infrastructure or heavy machinery heads.

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76. (A) Both A and R are true and R is the correct explanation of A
Imprest money provided to an institution consists of public funds restricted exclusively to urgent, authorized official operational spending. Using government petty cash advances to grant personal loans to staff violates core financial propriety rules, which strictly prohibit utilizing public monies for private benefit or non-sanctioned purposes.

77. (D) Appropriation Accounts
Appropriation Accounts present audited comparisons between final legislative budget grants and actual spending incurred by government departments at the end of a financial year. Prepared by accounting authorities and audited by the Comptroller and Auditor General, these accounts detail financial performance, variances, and legislative compliance across object heads.

78. (C) Obligations to pay for authorized goods or services
In budget preparation, committed liabilities refer to binding financial obligations resulting from contractual commitments, ongoing administrative services, or completed orders. These contractual duties require mandatory settlement in future budget cycles, forcing administrators to allocate sufficient funds within

permanent equipment acquisition that enhance institutional capacity over extended periods.

19. (A) Expenditure Control Register
General Financial Rules require Drawing and Disbursing Officers to maintain an Expenditure Control Register. This accounting ledger tracks cumulative spending against monthly and head-wise budget allotments. Continuous monitoring prevents over-drawal beyond approved limits, ensures orderly fund flow, and helps detect financial variances during the execution of allocated funds.

20. (D) Dividing a large procurement into smaller batches to bypass higher authority financial limits
Split purchases refer to the improper practice of dividing a large procurement order into multiple smaller financial transactions. This deliberate fragmentation lowers individual invoice values below delegated monetary approval thresholds, effectively bypassing required competitive bidding procedures or higher financial sanction levels mandated by public procurement rules.

21. (B) Comptroller and Auditor General (CAG)
The Comptroller and Auditor General of India is the constitutional authority responsible for conducting external statutory audits of government departments, state administrations, and public institutions. This independent audit evaluates compliance, legislative sanction, and financial propriety, ensuring high levels of public accountability across all educational departments.

22. (C) Authorization is needed for temporary expenditure pending budget passage
A Vote on Account is a legislative mechanism allowing government departments to draw funds from the Consolidated Fund to cover essential operational spending for a interim period. It ensures uninterrupted administrative function during the start of a financial year while the comprehensive annual budget undergoes detailed legislative debate.

23. (D) A fixed advance with the DDO for petty expenses, recouped periodically
An imprest or permanent advance is a set monetary amount placed at the disposal of a Drawing and Disbursing Officer to meet minor day-to-day operational expenses. As funds are spent on valid contingent claims, submitted vouchers are periodically processed to recoup the advance back to its fixed limit.

24. (A) Zero-Based Budget — Evaluates programs from scratch before resource allocation
Zero-based budgeting is a financial planning framework where all departmental activities and expenditure proposals must be justified completely from scratch during every budget cycle. Resources are allocated based on current necessity, cost-effectiveness, and priority rather than historical spending trends, effectively eliminating unnecessary or outdated operational programs.

25. (B) Issuing sovereign bonds to cover deficit financing
Institutional budget preparation involves evaluating past spending trends, assessing upcoming operational needs, and accounting for mandatory personnel costs like increments. Issuing sovereign bonds to finance deficits is a macroeconomic function reserved exclusively for central or state financial authorities, falling completely outside the scope of school-level administration.

26. (A) Both A and R are true and R is the correct explanation of A
Internal audit operates as an ongoing managerial control framework designed to assess operational adherence to prescribed financial guidelines. Rather than acting purely as a penalizing body, it proactively identifies systemic errors, strengthens administrative controls, rectifies procedural defects, and ensures procedural readiness prior to formal external statutory audits.

27. (A) Office Expenses — Procurement of heavy machinery and permanent facilities
Office Expenses cover routine administrative expenditures such as stationery, postage, minor utility fees, and daily operating supplies needed for office functioning. Heavy machinery, infrastructure development, and permanent institutional facility purchases fall under dedicated Capital Object Heads or Machinery and Equipment heads rather than routine Office Expenses.

28. (A) I and II only
Financial regulations mandate that anticipated budget savings must be surrendered immediately

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9. (A) III, IV, II, I
The financial budget cycle follows a structured four-stage chronological process in public administration. It begins with the preparation of financial estimates by administrative units, followed by legislative enactment and approval. Once approved, the budget enters execution through fund disbursement and monitoring, culminating in formal audit of accounts to verify propriety.

10. (B) Revised Estimates (RE)
Revised Estimates represent mid-year reassessments of current financial year receipts and expenditures based on actual trends observed during initial months. When unexpected shortfalls occur or supplementary grants are provided mid-year, these adjustments are formally incorporated into Revised Estimates, helping administrators recalibrate funding requirements before final closing.

11. (A) Construction of a new multi-purpose auditorium
Capital expenditure involves long-term investments that lead to the creation of permanent physical assets or reduction of long-term liabilities. Constructing a new multi-purpose auditorium adds tangible physical infrastructure to an institution, yielding benefits over many years. In contrast, routine operational and maintenance costs are classified under revenue expenditure.

12. (C) Surrender the anticipated savings immediately to the controlling officer
Financial rules stipulate that anticipated budget savings must be surrendered immediately to the controlling officer as soon as they are identified. Retaining unneeded funds to prevent them from lapsing, or making rushed, unnecessary purchases at year-end, violates rules of financial propriety and prevents the redistribution of excess funds.

13. (D) A DDO has full powers to re-appropriate funds between major heads
Re-appropriation allows transferring savings from one primary unit of appropriation to another within the same grant. However, a Drawing and Disbursing Officer does not possess inherent powers to transfer funds across major heads. Re-appropriations involving major heads require explicit authorization from competent financial authorities or government departments.

14. (C) Expenditure on developmental schemes tied to Five-Year Plans
Historically in Indian government budgeting, Plan expenditure referred to public outlays allocated specifically for developmental projects, social programs, and infrastructure schemes outlined within Five-Year Plans. Non-Plan expenditure covered routine operational obligations like staff salaries and maintenance. This distinction was formally discontinued starting with the 2017–18 budget framework.

15. (A) I, II and III only
The distinction between Plan and Non-Plan expenditure was removed in 2017–18 to present a unified financial budget categorized under Revenue and Capital heads. This structural change eliminated artificial compartmentalization and improved resource management without affecting other budgeting methodologies like zero-based budgeting, which remained valid analytical tools.

16. (A) Both A and R are true and R is the correct explanation of A
Public financial administration operates on the principle of annuality, meaning legislative grants are voted strictly for a single financial year. Unspent monetary allocations automatically lapse at the close of March 31 and cannot be carried over. This mechanism ensures strict legislative oversight and prevents administrative accumulation of unauthorized funds.

17. (A) Certify that funds were utilized for the sanctioned purpose
A Utilization Certificate is a mandatory financial compliance document submitted by fund recipients to certifying authorities. It provides official verification that granted public funds were expended strictly for the specific terms, conditions, and intended objectives sanctioned, ensuring financial propriety, accountability, and preventing misallocation of government grants.

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18. (C) Revenue budget manages daily operations; Capital budget manages long-term asset creation
Revenue budgets cover recurring daily operational costs such as staff salaries, minor repairs, utilities, and consumable supplies that do not create permanent physical assets. Conversely, Capital budgets cater to long-term physical asset creation, major infrastructure additions, and

by making uniform percentage adjustments to the previous year's actual expenditure baselines. It relies on historical figures to account for inflation or minor expansions without conducting comprehensive, critical re-evaluations of existing programmatic performance.

39. (A) I, II and IV only
Revised Estimates review current financial year spending based on real expenditure trends, providing an opportunity to identify savings or request supplementary grants. However, approval of Revised Estimates does not grant automatic authority to spend beyond initial allocations; separate formal re-appropriations or legislative supplementary sanctions are necessary.

40. (A) It generally lapses at the close of the financial year unless re-validated
A financial sanction for expenditure generally lapses at the close of the financial year if payment is not executed, in accordance with the rule of annuality. Unacted sanctions require explicit administrative re-validation or fresh sanction orders in the subsequent financial year before funds can be drawn.

41. (A) I and II only
The Pay and Accounts Office acts as a primary accounting and audit unit responsible for pre-checking contingent and salary bills, disbursing payments, and maintaining individual provident fund records for government employees. Educational policy formulation is a policy-making responsibility that lies with administrative departments rather than accounting offices.

42. (A) Both A and R are true and R is the correct explanation of A
The Cash Book is a fundamental accounting record detailing daily institutional cash flows. The Head of Office or Drawing and Disbursing Officer is held personally responsible for cash handling accuracy and must physically verify and sign the Cash Book daily when transactions occur to safeguard against errors or misappropriations.

43. (A) Sanction Order / Allocation Letter
A Sanction Order or official Budget Allocation Letter provides the formal financial authorization required for a Drawing and Disbursing Officer to incur expenditure or draw funds from the treasury. It establishes the authority, approved expenditure limit, specific object head, and administrative approval for the transaction.

44. (D) All of the above
Formulating salary budget estimates requires comprehensive evaluation of all fixed and variable personnel expenses. Administrators must factor in scheduled staff retirements, regular annual increments, expected cost-of-living adjustments in Dearness Allowance, and other authorized allowances to ensure precise, adequate funding for employee compensation throughout the year.

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45. (D) Minor procedural lapses rectifiable by the HoO without formal proceedings
A Test Audit Note is an informal audit communication issued during preliminary audit inspections to record routine clerical errors, administrative oversights, or minor procedural lapses. These observations can be directly addressed, rectified, and settled by the Head of Office without initiating major disciplinary or formal legislative audit proceedings.

46. (C) Recording expenditure in cash book before receiving goods/services to avoid fund lapse
Fictitious booking of expenditure involves prematurely recording payments or drawing funds from the treasury before goods or services are actually received. Practiced typically at year-end to prevent grant lapse, this action violates financial propriety and statutory rules requiring proper verification before disbursement of public funds.

47. (B) I and III only
Imprest is a fixed petty cash advance maintained in a separate Imprest Cash Book for minor, urgent institutional needs. Spent amounts are periodically recouped by submitting contingency bills to the Pay and Accounts Office. Imprest funds cannot be used to pay regular salary liabilities of permanent staff.

48. (D) Revise expenditure to prioritize essential activities within sanctioned limits
When higher authorities scale down a budget request, the institutional head must align spending plans with the revised allocation limits. The administrator is required to prioritize core operational functions, postpone non-essential initiatives, and maintain financial order without exceeding approved budgetary limits or committing unauthorized financial liabilities.

upon discovery without holding back funds for potential contingencies. Once surrendered, these funds revert to the treasury and cannot be reclaimed independently by Drawing and Disbursing Officers in subsequent financial years without fresh legislative allocations.

29. (D) Re-appropriation without competent approval
Appropriating public funds sanctioned under a specific expenditure unit for an entirely different purpose without obtaining formal re-appropriation sanction from a competent authority violates financial regulations. Even if both expenses serve institutional welfare, diverting funds across distinct object heads without prior authorization constitutes an improper procedural violation.

30. (C) To draw money from the PAO and disburse it for authorized purposes
A Drawing and Disbursing Officer is an authorized administrative official entrusted with drawing funds from the Pay and Accounts Office or government treasury and making authorized disbursements. The role encompasses verifying claims, maintaining account books, ensuring regulatory compliance, and upholding financial propriety across institutional operations.

31. (B) The Controlling Officer / HoD
Under General Financial Rules, the Head of Department or Controlling Officer holds primary responsibility for enforcing strict financial order, fiscal economy, and regulatory adherence. They oversee subordinate financial management, monitor expenditure progress against allotments, and ensure public money is spent prudently for authorized administrative objectives.

32. (D) A fund placed with the President/Governor for urgent unforeseen spending
The Contingency Fund is an emergency monetary reserve placed at the disposal of the constitutional head, such as the President or Governor. It enables executive authorities to meet urgent, unforeseen expenditures pending formal legislative authorization and subsequent recoupment from the Consolidated Fund during standard parliamentary sessions.

33. (A) Both A and R are true and R is the correct explanation of A
Financial regulations prohibit rushing purchases in the final month of the financial year purely to exhaust unspent grant balances. Hurried purchases often compromise quality, bypass competitive tendering requirements, and lead to wasteful spending. Systematically planned procurement throughout the year ensures compliance with principles of financial propriety.

34. (C) Non-maintenance of the Dead Stock Register
Failing to maintain a Dead Stock Register is a major compliance defect frequently highlighted in audit reports. Institutional administrators are required to record all durable, non-consumable assets purchased with government funds. Proper inventory recording prevents loss, misplacement, or unauthorized disposal of institutional physical assets.

35. (C) 1st April to 31st March
In Indian public financial management, the standard financial year spans twelve months, commencing on April 1 and concluding on March 31 of the following calendar year. All official budget formulations, legislative appropriations, financial accounting, and annual audit reports operate strictly within this designated period.

36. (D) Zero-Based Budgeting
Zero-based budgeting prevents the automatic continuation of obsolete programs by requiring administrative units to justify every budget requirement anew. Since historical spending baselines are disregarded, every activity must demonstrate current operational relevance, cost efficiency, and alignment with institutional priorities to secure funding allocations for upcoming cycles.

37. (B) Non-Consumable Stock Register
Physical capital assets, equipment, and permanent equipment acquired through budget allocations must be logged into the Non-Consumable Stock Register. Maintaining this official inventory register ensures full accounting control, tracks asset physical locations, facilitates periodic physical verification, and prevents loss or misappropriation of institutional property.

38. (C) Incremental Budgeting
Incremental budgeting is a traditional planning method where current allocations are determined

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59. (D) A is false but R is true
Delegating Drawing and Disbursing Officer duties to a subordinate officer does not absolve the Head of Institution from financial accountability. The Head of Office maintains primary responsibility for overall institutional financial propriety, administrative oversight, and ensuring full adherence to established financial regulations across all departmental operations.

60. (C) Expenditure requires both budget provision and administrative sanction
The principle of 'No expenditure without sanction' mandates that incurring any public expense requires two mandatory pre-conditions: adequate monetary provision within the approved budget and formal administrative sanction from a competent financial authority. Having a budget allocation alone does not grant authority to disburse public funds.

61. (D) Matching expenditure recorded in school registers with PAO figures
Reconciliation of accounts is a mandatory periodic procedure where spending figures maintained in institutional registers are cross-checked with official records maintained by the Pay and Accounts Office. This verification ensures complete ledger accuracy, corrects posting discrepancies, and guarantees that departmental accounting records accurately reflect official treasury transactions.

62. (C) Translating outlays into measurable physical outcomes
Outcome budgeting extends performance evaluation by measuring the ultimate physical impact, deliverables, and societal outcomes derived from financial outlays. Rather than focusing solely on tracking monetary expenditures, it establishes clear, quantifiable targets to evaluate whether allocated public resources successfully achieve their intended social and educational goals.

63. (B) The budget allocation of the new financial year
Under government budgeting principles, public liability is determined by when delivery occurs and when valid claims mature. When ordered items are delivered in a new financial year, financial commitment and payment obligations are settled using the budgetary grants allocated for that new financial year.

64. (D) File a police report, inform higher authorities, and inquire
When institutional assets are discovered missing or stolen, the Head of School must take immediate formal legal and administrative actions. Rules require filing a police report, notifying controlling authorities promptly, and initiating a formal inquiry to assess liability, determine financial loss, and seek appropriate write-off or recovery.

65. (D) I, II and III
Historically, Plan expenditure represented developmental funding linked to Five-Year Plans, while Non-Plan expenditure managed committed administrative costs like salaries and maintenance. The central government merged these categories to provide a clear, integrated budget structure divided into Revenue and Capital operational heads, improving comprehensive financial monitoring.

66. (C) Writing off lost/damaged assets from stock registers with approval
A write-off is a formal accounting adjustment whereby losses resulting from unserviceable, damaged, obsolete, or missing institutional assets are formally removed from official inventory registers. Executing a write-off requires explicit sanction from a competent financial authority after investigating the causes and establishing lack of personal negligence.

67. (D) A is false but R is true
Concentrating institutional expenditure in the final month of the financial year is prohibited under General Financial Rules. Rushing payments in March to avoid grant lapse reflects inadequate fiscal planning and compromises procurement quality. Budget allocations should be disbursed systematically and evenly across all quarters of the financial year.

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68. (D) GFR 12-A
Under General Financial Rules 2017, Form GFR 12-A is the standardized official format used by institutions to submit Utilization Certificates for grants-in-aid. Submitting this form certifies that financial assistance received from government bodies was utilized properly for the approved purpose and under prescribed terms.

49. (A) Both A and R are true and R is the correct explanation of A
Historical or incremental budgeting remains widely used because of its administrative simplicity and predictability. By making simple adjustments to prior spending baselines, it avoids complex annual evaluation procedures, reduces administrative workload, and provides institutional financial stability, making it easier to administer in routine governance settings.

50. (C) Spend public funds with the same vigilance as a person of ordinary prudence
The Standards of Financial Propriety require every public officer to exercise the same degree of vigilance, care, and financial caution in managing public funds as a person of ordinary prudence would exercise when spending personal money. Spending must strictly align with legitimate public needs and formal administrative sanctions.

51. (A) An unauthorized diversion of funds
Grants awarded under specific schemes like Samagra Shiksha are tied to explicit educational purposes, such as purchasing learning materials. Redirecting these conditional scheme funds to meet general institutional operational utilities without proper re-appropriation sanction constitutes an unauthorized diversion of public money, violating government financial regulations.

52. (D) It simplifies budgeting by ignoring financial limits
Performance budgeting enhances governance transparency by linking financial outlays with physical targets and program achievements. However, it does not ignore financial limits or simplify budgeting rules. It strictly enforces monetary boundaries while demanding higher analytical rigor to evaluate qualitative outcomes and program cost-effectiveness continuously.

53. (B) Day-to-day minor expenditures like postage and repairs
The Contingent Register is an operational accounting record used by institutional offices to log daily, routine non-salary operating costs. These petty expenditures include items such as postage, minor equipment maintenance, office stationery, and incidental emergency expenses needed to sustain daily administrative functions.

54. (C) Funds generated from routine sources like fees, fines, or sale of scrap
Revenue Receipts consist of non-capital financial inflows generated through routine institutional operations that do not create future liabilities or cause liquidations of existing public assets. In educational institutions, revenue receipts typically include collected student fees, fines, miscellaneous service charges, and proceeds from selling unserviceable scrap material.

55. (D) To allow consolidation, scrutiny, and legislative approval before April 1
Submitting institutional budget estimates months in advance is essential for administrative consolidation, systematic financial review, and legislative processing. Early submission enables controlling departments and the finance ministry to compile, evaluate, and present the national or state budget to the legislature for approval before the new financial year begins.

56. (B) I, III and IV only
The Principal is responsible for managing funds within approved limits, submitting Utilization Certificates on time, and conducting physical verification of acquired institutional stock. However, the Principal lacks authority to alter or redefine prescribed budget heads, as modifying financial heads requires executive approval from higher financial authorities.

57. (B) Zero-Based Budget
Zero-based budgeting demands a complete justification for every institutional activity from a baseline of zero, completely ignoring funding levels of previous years. Administrators must demonstrate current cost-effectiveness, operational necessity, and priority for every expenditure proposal, ensuring that capital and recurring resources are allocated efficiently across programs.

58. (B) Procedural objection
An audit objection concerning incomplete or unmaintained log books for institutional generators or motor vehicles represents a procedural non-compliance issue. It indicates failure to maintain required supporting operational records and controls designed to track fuel usage and equipment deployment, without necessarily implying intentional fraud or theft.

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upcoming budget estimates before taking on new financial projects.

79. (B) Unspent balances revert to the consolidated fund at year-end
The Rule of Lapse is a core budgeting principle dictating that granted funds are valid only during the designated financial year. Any portion of an allocated grant remaining unspent by March 31 automatically lapses and reverts to the Consolidated Fund, preventing departments from retaining unspent public monies without fresh legislative sanctions.

80. (A) II, I, IV, III
Addressing audit objections requires a structured, multi-step administrative procedure. Upon receiving the formal audit report, the institutional head reviews the observations, consults concerned staff to gather facts, prepares and submits a formal compliance reply to auditors, and implements procedural controls to prevent future recurrence of identified defects.

81. (A) An unauthorized diversion of funds
Diverting funds allocated for a specific activity, such as a sports meet, to execute another project like boundary wall painting without approval from competent authorities constitutes an unauthorized diversion of public money. Financial propriety mandates spending grants strictly for the specific administrative objectives for which they were sanctioned.

82. (C) Line-Item Budget
Line-item budgeting relies heavily on structured quantitative listings, including sanctioned post schedules, administrative posts, and fixed equipment inventories. This traditional accounting methodology allocates specific monetary amounts directly to defined object heads and physical inputs, ensuring rigid fiscal oversight, detailed administrative control, and clear compliance tracking across institutional expenditures.

83. (A) Avoid over-drawl and March rush
Tracking budget expenditures against allocations on a regular monthly basis is essential for effective institutional financial control. Systematic monitoring prevents over-drawing against sanctioned heads, ensures smooth fund utilization throughout the year, and eliminates the prohibited rush of expenditure during the closing month of the financial year.

84. (A) I and II only
External audits are conducted by independent constitutional or statutory bodies, such as the Comptroller and Auditor General, operating outside the audited agency's control. The primary goal is reporting to the legislature regarding the legality, correctness, and financial propriety of public expenditures. External audits cannot be conducted internally by school staff.

85. (B) It authorizes withdrawal of money from Consolidated Fund for budget spending
The Appropriation Act is a vital legislative measure that provides constitutional authorization for the government to withdraw funds from the Consolidated Fund. Without this formal legislative sanction, public administrators and Drawing and Disbursing Officers cannot legally draw money to execute planned budgetary expenditures or meet operational expenses.

86. (D) A is false but R is true
A Drawing and Disbursing Officer cannot draw funds merely because a budget provision exists. Government financial rules stipulate that incurring expenditure requires both an approved budget allocation and a valid administrative sanction from a competent financial authority. Both conditions must be satisfied before public funds can be disbursed.

87. (D) Request additional allocation via RE or seek re-appropriation sanction
When required expenditure exceeds existing budget limits and the institutional head lacks higher financial powers, exceeding the allocation directly is prohibited. The administrator must seek additional funds through Revised Estimates, request supplementary grants, or apply for formal re-appropriation approval from competent higher authorities before completing procurement.

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88. (A) Separate operational costs from long-term asset investments
Categorizing public expenditure into Revenue and Capital heads distinguishes routine operational spending from long-term asset investments. Revenue expenditures support daily administrative operations, payroll, and maintenance without creating assets, whereas

Capital expenditures focus on building durable physical infrastructure, acquiring long-term assets, and enhancing public utility over extended operational periods.

89. (B) Adjusting previous year's budget marginally for inflation and growth
Incremental budgeting is characterized by taking the current financial year's base expenditure and adjusting it marginally for inflation, cost growth, or operational expansion. This traditional approach focuses primarily on incremental spending changes rather than conducting comprehensive yearly re-evaluations of existing baseline programs or institutional operational efficiency.

90. (B) Non-Consumable Register
Newly acquired physical assets, such as laboratory microscopes, represent permanent equipment that must be recorded in the Non-Consumable Stock Register immediately upon receipt. Updating this ledger ensures asset tracking, establishes institutional accountability, enables regular inventory verification, and maintains complete physical asset accounting within the school administration.

91. (A) Surrender funds immediately to avoid unutilized lapse
When allocated funds cannot be spent due to legal injunctions or unresolvable delays, financial regulations require immediate surrender of the anticipated savings to the controlling officer. Drawing cash to retain in safes or transferring funds illegally to bypass year-end lapse rules severely violates basic principles of public financial management.

92. (D) I, II, III and IV
Salaries, Domestic Travel Expenses, Medical Treatment, and Office Expenses are standard primary units of appropriation, commonly known as Object Heads, in public budgeting. Government financial frameworks classify institutional spending under these standardized heads to monitor disbursements, maintain accounting uniformity, and ensure strict compliance with legislative appropriations.

93. (A) Both A and R are true and R is the correct explanation of A
Annual physical verification of institutional stores and assets is mandatory under General Financial Rules. Conducting on-site physical stock counts allows institutional heads to verify that assets recorded in stock registers exist, detect damage or inventory losses early, correct accounting discrepancies, and maintain operational propriety over government property.

94. (C) Further grant releases are withheld by sanctioning authority
Failing to submit a Utilization Certificate within the stipulated timeframe signals a lack of compliance in managing public grants. Sanctioning authorities respond by withholding further installments or future grant releases until valid certificates for previous funds are formally submitted and verified, ensuring accountability before disbursing additional public money.

95. (B) Bottom-up approach
Preparing budgets using a bottom-up approach ensures that financial estimates reflect realistic requirements identified at the grassroots level. Collecting operational inputs directly from classroom teachers, department heads, and laboratory managers enables school leadership to formulate accurate, practical budget estimates that align funding directly with actual institutional needs.

96. (D) Reject voucher and request a fresh, clean bill
Financial regulations mandate that bills and vouchers submitted for public disbursement must be clear, legible, and unblemished. If a Drawing and Disbursing Officer finds unauthorized corrections or overwriting on a vendor bill, the proper legal action is to reject the document and demand a fresh, clean invoice.

97. (A) Principle of Unity of Budget
The Principle of Unity of Budget mandates that all government revenues and receipts must be deposited into a single consolidated central fund before any expenditure is authorized. This fundamental financial rule ensures comprehensive legislative oversight, prevents unauthorized off-budget spending, and maintains unified accounting control over all public financial resources.

98. (C) A Supplementary Grant
When sanctioned budget allocations prove insufficient due to tariff increases or unforeseen cost expansion, the government secures additional spending authorization through a

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Supplementary Grant. Passed by the legislature during the financial year, this grant provides the necessary legal authority to meet essential expenditure exceeding original budget estimates.

99. (A) The Hoover Commission (USA)
Performance budgeting was formally recommended and popularized by the First Hoover Commission in the United States during the late 1940s. The commission advocated organizing public expenditure around operational functions, activities, and measurable achievements, transforming public financial administration worldwide by linking monetary inputs directly to practical program performance.

100. (D) Justify based on historical trends and request higher baseline allocation in next BE
When essential recurring expenditures like utility charges consistently exceed allocations, administrators should address the deficit through proper budgetary planning. The Principal should analyze historical consumption patterns, present clear financial justification based on actual trends, and request a higher baseline allocation in upcoming Budget Estimates to ensure financial stability.

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(D) Entitled to cashless treatment on producing card and referral, hospital bills CGHS directly

49. In case a CGHS beneficiary is dissatisfied with the treatment at a wellness centre, who is the immediate higher authority to whom a complaint should be addressed?
(A) The Additional Director (City/Zone)
(B) The Union Minister of Health
(C) The Chief Minister of Delhi
(D) The Secretary of the Department of Personnel and Training

50. What is the definition of "dependent" regarding the income criteria under CGHS (as per recent norms including DA)?
(A) Family members living under the official national poverty line thresholds
(B) Dependent relatives earning up to twenty-five thousand rupees per month
(C) Income from all sources not exceeding ₹9,000 + DA per month
(D) Dependent family members who do not file personal annual income tax returns

51. Which of the following is correct regarding the medical advance provided to a serving employee under CS(MA) or CGHS for planned indoor treatment?
(A) Advance up to 90% of package rate or estimate (whichever is lower) is sanctionable
(B) Medical advances are strictly prohibited under administrative rules regardless of urgency
(C) Employees can draw full estimated treatment costs directly from empanelled hospitals
(D) Advances must be fully refunded within fifteen days of discharge irrespective of final bills

52. When an employee applies for a medical advance, what document is mandatory to be submitted along with the application?
(A) Certified pay slips for the preceding three consecutive months
(B) Formal non-objection clearance issued by the local police station
(C) Verified copy of the employee's latest annual income tax return
(D) Treatment cost estimate from the treating hospital

53. If the actual expenditure of medical treatment is less than the medical advance drawn, what is the employee required to do?
(A) Retain remaining funds as an admissible personal health grant
(B) Refund the unutilized balance when submitting final bills
(C) Adjust unspent advance funds against GPF contribution balances
(D) Transfer unspent balance to the Prime Minister's Relief Fund

54. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Serving employees are subject to mandatory monthly deductions from their salary for CGHS subscription if they reside in a CGHS covered area.
Reason (R): CGHS subscription is optional for serving employees residing in covered areas and depends on whether they wish to avail the facility.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

55. The rate of monthly CGHS subscription for a serving employee is determined by:
(A) The number of dependents in the family
(B) The health status and age of the employee
(C) The distance between the employee's residence and the wellness centre
(D) The employee's level in the Pay Matrix

56. Can a female employee declare her husband's parents as her dependents under CGHS if her husband is working in a private firm?
(A) Yes, if dependency rules are met and she opts for them over her own parents
(B) No, female employees are restricted exclusively to declaring biological parents
(C) Yes, she can register both biological and parents-in-law concurrently under CGHS
(D) No, because her spouse works in a private enterprise rather than government service

57. Which procedure is required for a CGHS beneficiary to get a hearing aid reimbursed?
(A) Direct purchase from commercial vendors followed by routine departmental bill

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(B) The employee must pay an extra administrative premium or medical surcharge to the government
(C) The specialist must be a retired medical officer with at least fifteen years of government service
(D) The referral must be to a Government specialist or a recognised hospital specialist

8. What is the full form of CGHS as applicable to Central Government employees?
(A) Central Government Health Scheme
(B) Central Government Hospital Services
(C) Central General Health System
(D) Comprehensive Government Health Scheme

9. Which of the following is NOT a primary objective of the Central Government Health Scheme (CGHS)?
(A) To provide comprehensive medical care to Central Government employees
(B) To generate commercial revenue for the Ministry of Health and Family Welfare
(C) To reduce the financial burden of medical treatment on pensioners
(D) To offer a widespread network of dispensaries and empanelled hospitals for beneficiaries

10. A Principal of a Delhi Government school is examining the eligibility of a newly appointed PGT for CGHS benefits. Which of the following criteria determines the teacher's eligibility?
(A) The teacher's official place of native domicile as declared in the service book
(B) Residence within the notified jurisdiction of a CGHS wellness centre
(C) The teacher's formal written willingness to surrender the General Provident Fund benefits
(D) The teacher having successfully completed five years of continuous regular government service

11. Which system of medicine is NOT officially covered under the standard CGHS wellness centre dispensaries?
(A) Chiropracty
(B) Allopathy
(C) Ayurveda
(D) Unani

12. Consider the following statements regarding the eligibility of family members as dependents under CGHS:
I. The income limit for dependency of parents is prescribed by the government and is revised periodically.
II. A married daughter is generally considered a dependent if she resides with the government employee.
III. A son is eligible for CGHS benefits until he reaches the age of 25 years or starts earning, whichever is earlier.
Which of the statements given above is/are correct?
(A) I and II
(B) I and III
(C) II and III
(D) I, II and III

13. In the context of CGHS, what is the primary function of a "Wellness Centre"?
(A) To perform complex tertiary surgical procedures and critical intensive care management
(B) To run long-term residential rehabilitation and therapy facilities for drug-dependent individuals
(C) To verify, process, and finalize the official pension documents of retiring public servants
(D) To provide outpatient care, primary diagnostics, and basic medicine dispensation

14. Which medical officer acts as the administrative head of a CGHS Wellness Centre?
(A) Director General of the Central Government Health Scheme
(B) Senior Pharmacist holding administrative cadre grade
(C) Chief Medical Officer (In-charge)
(D) Chief Ward Master of the Regional Government Hospital

15. A school Principal falls ill with a severe respiratory infection and visits the local CGHS wellness centre. The CMO prescribes specific antibiotics that are currently out of stock in the dispensary. What is the correct administrative procedure the dispensary must follow?
(A) Direct the Principal to purchase the medicine from open market and claim reimbursement later
(B) Indent the medicine through the Authorised Local Chemist for delivery to the patient
(C) Substitute the prescribed allopathic drug with an equivalent formulation from the Ayurvedic unit
(D) Immediately issue a referral letter for

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a state hospital facility within two hours of admission
(D) Hospital provides free treatment under the statutory mandates of the Epidemic Diseases Act

32. Which of the following conditions must be met for the dependent parents to be eligible for CGHS coverage?
(A) Minimum age requirement of seventy years regardless of personal financial earnings
(B) Absolute absence of any other surviving offspring within the primary family lineage
(C) Mandatory surrender of civic voting rights registered in their home native state
(D) Income within prescribed limits (₹9,000 + DA/month) and normal residence with employee

33. If a government servant's spouse is employed in a private company that provides medical insurance, what is the rule regarding CGHS dependency?
(A) Eligible if an undertaking is given not to claim medical benefits from the private employer
(B) Permanently disqualified from enrolling in CGHS due to private sector employment status
(C) Entitled exclusively to receive outpatient AYUSH treatments at designated CGHS centres
(D) Eligible only upon paying twice the standard monthly contribution rate applicable to employees

34. What is the status of a dependent son suffering from a permanent severe disability (more than 40%) under CGHS rules?
(A) Coverage terminates automatically upon reaching twenty-five years of age
(B) Disqualified from CGHS and directed to state socio-economic assistance schemes
(C) Eligible for life, subject to income limits and disability certification
(D) Permitted to receive coverage exclusively for emergency life-threatening care

35. For female employees, CGHS rules allow a choice regarding the dependency of parents. Which of the following describes this rule accurately?
(A) Option to include either her own parents or parents-in-law
(B) Concurrent inclusion of both her biological parents and parents-in-law
(C) Compulsory transition to including only parents-in-law post-marriage
(D) Absolute forfeiture of eligibility for biological parents upon marriage

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36. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A retiring government employee who was availing CGHS benefits must surrender their serving CGHS card immediately upon retirement.
Reason (R): Pensioners are not permitted to use CGHS facilities under any circumstances post-retirement.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

37. To obtain a 'whole life' CGHS card after retirement, a pensioner is required to pay a lump sum contribution equivalent to:
(A) 5 years of contribution based on the last pay drawn
(B) 10 years of contribution based on the last pay drawn
(C) 15 years of contribution based on the last pay drawn
(D) 20 years of contribution based on the last pay drawn

38. If a pensioner opts not to pay the lump sum for a whole life card, how can they maintain their CGHS membership?
(A) By paying a monthly fee directly to the empanelled hospital
(B) By working as a volunteer at the wellness centre
(C) By paying an annual contribution every year
(D) It is mandatory to pay the lump sum; annual contributions are not allowed for pensioners

39. Which of the following treatments is generally EXCLUDED from reimbursement under CGHS rules?
(A) Coronary Artery Bypass Grafting (CABG) procedures
(B) Allogeneic renal transplantation surgeries
(C) Systemic chemotherapy for oncological conditions

24. For a serving employee in a non-CGHS area, which authority sanctions the medical reimbursement claims for inpatient treatment?
(A) The Head of Office or Controlling Officer
(B) The Directorate General of Health Services under the Health Ministry
(C) The Medical Superintendent of the treating recognized inpatient hospital
(D) The Department of Expenditure within the Union Ministry of Finance

25. Under emergency medical conditions, if a CGHS beneficiary is treated at an un-empanelled private hospital, the reimbursement of medical expenses is restricted to:
(A) Full gross amount reflected on the final invoice issued by the private facility
(B) CGHS package rates or actual cost, whichever is lower
(C) Exactly fifty percent of the total billed treatment costs
(D) A fixed ceiling amount of fifty thousand rupees regardless of total hospital bills

26. Which of the following is an essential document required to process an emergency medical claim from an un-empanelled hospital?
(A) A clearance certificate from the Central Bureau of Investigation
(B) An Emergency Certificate issued by the treating doctor/hospital
(C) The employee's original service book
(D) A referral letter dated prior to the emergency admission

27. What happens if an emergency treatment claim exceeds the approved CGHS package rates?
(A) The excess is borne by the beneficiary unless competent relaxation is granted
(B) The medical reimbursement claim is rejected in its entirety without review
(C) The facility is penalized and legally mandated to refund the differential cost
(D) The differential expenditure is recovered directly from upcoming monthly salary pay

28. Consider the following statements regarding the cashless facility under CGHS:
I. Cashless facility for indoor treatment at empanelled hospitals is available to all CGHS pensioners.
II. Serving employees generally have to make the payment first and claim reimbursement for indoor treatment.
III. Cashless facility includes the cost of dietary charges for patients admitted in private wards.
IV. Empanelled hospitals are bound by an agreement to provide cashless treatment to eligible categories.
Which of the above statements are correct?
(A) I, II and IV
(B) II, III and IV
(C) I, III and IV
(D) I, II, III and IV

29. The referral system under CGHS generally mandates that before seeking planned indoor treatment at an empanelled private hospital, the beneficiary must:
(A) Secure formal administrative authorization from the local District Magistrate
(B) Obtain independent medical evaluations from three accredited private consultants
(C) Deposit a prescribed security clearance fee at the regional CGHS Wellness Centre
(D) Obtain a referral from the Wellness Centre CMO or Government Specialist

30. Senior citizen beneficiaries aged 75 years and above under CGHS have been granted a special concession regarding referrals. What is it?
(A) Total exemption from paying monthly CGHS subscription fees throughout their retirement tenure
(B) Full government funding for specialized surgical procedures conducted in overseas hospitals
(C) Direct OPD consultation at empanelled private hospitals without wellness centre referral
(D) Entitlement to receive twice the standard monthly Fixed Medical Allowance rate

31. An elderly pensioner, who is a CGHS beneficiary, suffers a severe myocardial infarction (heart attack) at midnight. He is rushed to the nearest private hospital which is NOT empanelled under CGHS. The hospital admits him to the ICU. How should this case be handled administratively under CGHS rules?
(A) Claim is denied as treatment was obtained at an un-empanelled facility without prior referral
(B) Reimbursement is allowed at CGHS rates for emergency care upon submitting emergency certificate
(C) Patient must be transferred immediately to

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CHAPTER 09

Medical Attendance Rules & CGHS

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1. Under the Central Services (Medical Attendance) Rules, 1944, which of the following categories of employees is primarily covered?
(A) Central Government employees residing in areas not covered by the Central Government Health Scheme
(B) Central Government employees residing in areas covered by the Central Government Health Scheme
(C) All State Government employees working in rural areas
(D) Employees of Central Public Sector Undertakings only

2. The term "Authorised Medical Attendant" (AMA) under the CS(MA) Rules refers to:
(A) Any registered medical practitioner chosen by the government employee
(B) The Chief Medical Officer of a private empanelled hospital only
(C) A medical officer appointed by the government to attend to the employee in a specific station
(D) Any homoeopathic doctor practicing in the employee's residential locality

3. Which of the following conditions is required for a government employee to claim medical reimbursement under the CS(MA) Rules?
(A) The treatment must have been certified as necessary by the Authorised Medical Attendant
(B) The employee must have been treated at an unrecognised private hospital without any referral
(C) The employee must possess a valid CGHS plastic card
(D) The employee must be a member of the Employees' State Insurance Corporation (ESIC)

4. Under the CS(MA) Rules, the definition of "family" for the purpose of medical attendance excludes which of the following?
(A) Unmarried daughters residing with the government servant
(B) Parents wholly dependent on the government servant
(C) Minor brothers dependent on the government servant
(D) A major son who is employed and earning above the prescribed income limit

5. Identify the correct sequence of steps for processing a medical reimbursement claim under the CS(MA) Rules:
I. Submission of medical claim along with essentiality certificate
II. Treatment by Authorised Medical Attendant
III. Scrutiny and sanction of the claim by the Controlling Officer
IV. Purchase of medicines prescribed by the AMA
(A) II, IV, I, III
(B) I, II, IV, III
(C) II, I, IV, III
(D) IV, II, III, I

6. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Central Government employees residing in CGHS covered areas cannot opt for medical benefits under the CS(MA) Rules.
Reason (R): The CS(MA) Rules, 1944 are strictly applicable only to employees stationed in or passing through areas where the CGHS is not in operation.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

7. According to the CS(MA) Rules, if an Authorised Medical Attendant directs a patient to receive treatment from a specialist, what is the prerequisite for reimbursement?
(A) The specialist must be a senior practitioner practicing outside the employee's state of post

(D) Cosmetic surgery for aesthetics

40. Under CGHS rules, are dietary supplements and tonics prescribed by a doctor admissible for reimbursement?
(A) No, dietary supplements and tonics are strictly excluded
(B) Yes, provided they are formally prescribed by a government medical specialist
(C) Yes, subject to a fixed monetary ceiling of one thousand rupees per calendar month
(D) Yes, on condition that items are dispensed directly from a CGHS wellness centre

41. In the context of CGHS, what is the role of the "Local Chemist"?
(A) Manufactures essential generic pharmaceuticals on behalf of public health departments
(B) Supplies non-stocked medicines to the dispensary against specific indents
(C) Serves as the final administrative appellate authority for disputed reimbursement claims
(D) Authorizes official sick leave certificates for government employees under treatment

42. Consider the following statements regarding the Grievance Redressal Mechanism in CGHS:
I. Beneficiaries can register grievances through the Centralized Public Grievance Redress and Monitoring System (CPGRAMS).
II. Each Wellness Centre has a Local Advisory Committee that holds meetings to address grassroots-level issues.
III. Grievances regarding private empanelled hospitals cannot be addressed by CGHS authorities as they are private entities.
Which of the above statements is/are correct?
(A) I and II
(B) II and III
(C) I and III
(D) I, II and III

43. What is the purpose of the "Fixed Medical Allowance" (FMA) granted to Central Government pensioners?
(A) To meet OPD treatment expenses for pensioners residing in non-CGHS areas
(B) To fund tertiary inpatient surgical treatments at empanelled private health facilities
(C) To subsidize annual insurance premium payments for private health coverage plans
(D) To compensate retired public servants for income loss post-government superannuation

44. Can a pensioner residing in a non-CGHS area draw the Fixed Medical Allowance (FMA) and simultaneously avail of CGHS OPD facilities?
(A) Yes, both benefits are fully compatible and can be claimed concurrently by retirees
(B) Yes, provided the monthly FMA disbursement is reduced by fifty percent automatically
(C) No, drawing FMA precludes availing CGHS OPD facilities
(D) Yes, contingent upon obtaining prior administrative clearance from the Health Ministry

45. What is the current prescribed monthly rate of the Fixed Medical Allowance (FMA) for eligible pensioners?
(A) ₹500
(B) ₹1,000
(C) ₹2,000
(D) ₹5,000

46. If a serving employee resides in a CGHS covered area but their office is in a non-CGHS area, what is the rule regarding their medical coverage?
(A) Excluded from CGHS and mandatorily governed by Central Services Medical Rules
(B) Permitted to choose between CGHS subscription and commercial health policies
(C) Compulsory CGHS coverage due to residence in a covered area
(D) Granted additional commuting allowance to travel to non-jurisdictional facilities

47. Under the CS(MA) Rules, the period within which a medical reimbursement claim should ordinarily be submitted after completion of treatment is:
(A) 1 month
(B) 3 months
(C) 6 months
(D) 12 months

48. A pensioner holding a valid CGHS card requires a scheduled cataract surgery. She visits an empanelled eye care centre with a proper referral. What is the payment protocol under CGHS for her?
(A) Must pay full charges upfront and submit reimbursement bills to her former office
(B) Must deposit fifty percent estimated cost prior to clinical procedure admission
(C) Must furnish a formal bank guarantee matching the total estimated surgery expenses

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admission into a private empanelled super-specialty hospital

16. What is meant by an "Empanelled Hospital" under the CGHS?
(A) A state-run medical institution fully owned and directly administered by the Central Government
(B) A specialized military medical establishment reserved exclusively for active defense personnel
(C) A philanthropic charitable facility providing completely free medical care without billing the ministry
(D) A private hospital approved to treat CGHS beneficiaries at prescribed package rates

17. The entitlement of wards (General, Semi-Private, Private) in empanelled hospitals under CGHS is determined on the basis of:
(A) Basic pay drawn in the Pay Matrix
(B) Total length of continuous service completed by the employee
(C) Clinical severity of the diagnosed medical condition
(D) Age bracket of the primary CGHS beneficiary

18. Under CGHS, if a beneficiary opts for a higher category of ward than their actual entitlement at an empanelled hospital, how is the financial difference handled?
(A) The ministry reimburses the entire bill amount after special discretionary sanction
(B) The treating hospital is strictly barred from levying any differential ward fee
(C) The beneficiary pays the difference in cost personally
(D) The differential expenditure is automatically deducted from the employee's GPF balance

19. Identify the incorrect pair regarding CGHS plastic cards:
(A) Green Card — Freedom Fighters
(B) Blue Card — Serving Government Employees
(C) Red Card — Members of Parliament
(D) Yellow Card — Autonomous Body Employees

20. Which document is mandatory for the initial issuance of a CGHS card to a serving employee?
(A) Valid medical fitness certificate issued by a District Civil Surgeon
(B) Annual Performance Appraisal Reports covering the last five working years
(C) Official clearance certificate issued by the departmental Vigilance Division
(D) Proof of residence within a CGHS covered area

21. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Serving employees covered under CGHS are provided cashless treatment facilities for indoor medical treatment at private empanelled hospitals in routine (non-emergency) cases without any referral.
Reason (R): The CGHS rules mandate that serving employees must always be given cashless facilities at private empanelled hospitals based solely on the presentation of their CGHS card.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

22. In case of loss of a CGHS plastic card, the beneficiary must first:
(A) Deposit a mandatory penalty fee of ten thousand rupees with the Directorate General of CGHS
(B) Surrender all previously approved medical reimbursement claims processed during the year
(C) Report the loss to the police and submit the FIR/DD entry to CGHS authorities
(D) Register a revised employee service profile on the official government Bhavishya portal

23. What does "Medical Reimbursement" mean in the context of a government employee stationed in a non-CGHS area?
(A) Direct upfront payment by the government to the treating facility prior to procedure commencement
(B) Provision of free hospital care funded through mandatory corporate social responsibility funds
(C) Sanction of a non-adjustable cash grant disbursed directly to the government servant
(D) The employee pays initially and claims departmental reimbursement at admissible rates

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submission
(B) Government ENT specialist recommendation and competent approval up to ceiling rates
(C) Submission of an indemnity affidavit certified by a First Class Judicial Magistrate
(D) Hearing aid equipment is explicitly excluded from medical expense reimbursement

58. Identify the incorrect statement concerning CGHS empanelled hospitals:
(A) Provide treatment at standardized rates finalized by CGHS through formal tenders
(B) Authorized to charge beneficiaries rates exceeding official package limits
(C) Obligated to provide cashless care facilities to all eligible pensioner categories
(D) Subject to official de-empanelment for violations of Memorandum of Agreement terms

59. Consider the following statements regarding the issuance of CGHS cards:
I. An index card is generated immediately upon successful online registration.
II. The plastic cards are issued to individual beneficiaries, including dependents.
III. The card must be surrendered to the department upon resignation or dismissal from service.
IV. Color-coding of cards is used to distinguish the entitlement categories.
Which of the above statements are correct?
(A) I and II
(B) II, III and IV
(C) I, III and IV
(D) I, II, III and IV

60. How does a serving employee process their medical reimbursement claim for treatment taken at an empanelled hospital on referral?
(A) Submitted directly to the Chief Medical Officer of CGHS
(B) Forwarded directly to the Department of Expenditure in Finance
(C) Submitted to the employee's Head of Office or Department
(D) Processed automatically through private hospital billing software

61. For the purpose of medical reimbursement, the "Essentiality Certificate" (Certificate 'A' or 'B') primarily certifies that:
(A) The patient is confirmed to be a bona fide regular government servant
(B) The treatment facility holds valid statutory operating licenses
(C) The employee lacks personal funds to settle hospital expenditures
(D) Prescribed medicines were essential for recovery and non-excluded

62. The facility of medical treatment outside India under the CS(MA) Rules is:
(A) Available to all regular government employees as an absolute statutory right
(B) Permitted on condition that the employee bears half of total overseas travel costs
(C) Restricted, requiring Standing Committee recommendation and Health Ministry approval
(D) Expressly prohibited across all service cadres under administrative regulations

63. Under the CGHS, what is the protocol for availing dental treatment?
(A) Beneficiaries may consult any private dentist and claim complete actual costs
(B) Report to CGHS Wellness Centre for referral to recognized dental facilities
(C) Dental treatments are strictly excluded from coverage under CGHS provisions
(D) Beneficiaries must attend state government dental colleges without referrals

64. What happens when both husband and wife are Central Government employees residing in a CGHS area?
(A) Both spouses must pay separate individual CGHS monthly subscription fees
(B) Issued separate CGHS cards providing distinct independent medical benefits
(C) Completely exempt from paying CGHS subscriptions under dual employee rules
(D) Deducted from higher-earning spouse; other avails benefits as dependent

65. A school Principal is reviewing a medical claim. An employee has submitted a reimbursement claim for the indoor treatment of his father. The father receives a monthly family pension of ₹12,000 from a previous State Government job. Under CGHS/CS(MA) rules, what is the correct administrative action?
(A) Reject claim as father's income exceeds ₹9,000 + DA limit, invalidating dependency
(B) Approve claim as biological parents are unconditionally treated as dependents
(C) Reduce total admissible reimbursement

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amount by fifty percent across all heads
(D) Forward claim file to the respective State Government for payment settlement

66. Under CGHS, In Vitro Fertilization (IVF) treatment is:
(A) Routinely covered for all enrolled beneficiaries without operational conditions
(B) Strictly prohibited and excluded entirely from CGHS medical coverage schedules
(C) Allowed on Govt Hospital Gynaecology HOD recommendation within ceiling rates
(D) Reserved exclusively for retired superannuated employees and dependent spouses

67. Which of the following is true about Ayurvedic, Yoga, Unani, Siddha, and Homeopathy (AYUSH) systems under CGHS?
(A) AYUSH units operate under CGHS and beneficiaries can opt for them
(B) Allopathy is the sole medical system recognized under CGHS regulations
(C) AYUSH care requires prior administrative clearance from the Ministry
(D) AYUSH care is fully cashless even at non-empanelled private clinics

68. Under the CS(MA) Rules, what is the maximum time limit for the submission of a medical claim beyond which it is considered time-barred, unless condoned by the competent authority?
(A) 3 months
(B) 6 months
(C) 1 year
(D) 2 years

69. If a pensioner's medical claim for an emergency treatment at an un-empanelled hospital is time-barred by 8 months, who holds the authority to condone the delay?
(A) Chief Medical Officer In-charge of the local dispensary
(B) Additional Director of CGHS or competent Ministry authority
(C) Local Chemist contracted for emergency drug deliveries
(D) Medical Superintendent of the treating private hospital

70. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Central Government pensioners residing in non-CGHS areas can obtain a CGHS card and avail benefits from the nearest CGHS covered city.
Reason (R): CGHS membership is strictly restricted only to those pensioners whose actual residence falls within the municipal limits of a CGHS covered city.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

71. If an eligible pensioner opts to get a CGHS card while residing in a non-CGHS area and is attached to a dispensary in an adjacent city, what is the consequence regarding the Fixed Medical Allowance (FMA)?
(A) Entitled to double FMA allowance to cover transit costs
(B) Eligible for FMA along with transit reimbursement claims
(C) Required to pay double contribution fees for FMA eligibility
(D) Ineligible for FMA if CGHS OPD facilities are availed

72. Which of the following best describes "Package Rate" under CGHS?
(A) Lump sum rate covering bed charges, medicines, diagnostics, and doctor fees
(B) Rate covering surgeon fees only, leaving ward accommodation costs to patients
(C) Variable billing schedule negotiated directly between hospitals and patients
(D) Premium tariff structure levied by recognized facilities for executive care

73. If a CGHS beneficiary is implanted with a medical device (e.g., pacemaker or stent) during a surgery, how is the reimbursement calculated?
(A) Excluded from reimbursement as medical devices are non-admissible
(B) Reimbursed at actuals or CGHS ceiling rate, whichever is lower
(C) Beneficiary bears fifty percent of total medical device invoice cost
(D) Reimbursed according to foreign currency exchange rates on purchase

74. Which among the following items is considered a non-admissible expenditure (not eligible for

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reimbursement) during hospital admission under CGHS?
(A) Operating theatre facility charges during admission
(B) Toiletries, telephone charges, and attendant diet
(C) Intensive care unit ward accommodation fees
(D) Specialist anesthetist professional consultation charges

75. Consider the following statements about the role of the Drawing and Disbursing Officer (DDO) regarding medical claims of serving employees:
I. The DDO is responsible for verifying that the medical claim is supported by the prescribed essentiality certificate.
II. The DDO must ensure that the amounts claimed match the CGHS approved rates for empanelled hospitals.
III. The DDO is authorized to medically examine the patient if they doubt the claim.
Which of the statements given above is/are correct?
(A) I and II
(B) I and III
(C) II and III
(D) I, II and III

76. What action can the government take if a private empanelled hospital is found to be overcharging CGHS beneficiaries or denying cashless facilities?
(A) Advise beneficiaries to refrain from contracting illnesses
(B) Increase monthly employee subscription rates across cadres
(C) Issue warning, levy penalty, or de-empanel hospital
(D) Initiate nationalization of default private hospital facilities

77. The term "Authorised Local Chemist" (ALC) in CGHS operations implies:
(A) Pharmacist employed directly by government at CGHS wellness centres
(B) Any commercial chemist store selected by beneficiary in locality
(C) Wholesale distributor licensed for Ayurvedic medicine supply
(D) Private chemist contracted to supply out-of-stock dispensary medicines

78. If a medicine prescribed by a specialist is "Not in Stock" at the CGHS wellness centre, the normal procedure is:
(A) Patient purchases drug from open market and applies for reimbursement
(B) Prescription is automatically cancelled by dispensary system
(C) CMO indents online to ALC, patient collects next working day
(D) Patient must consult specialist again for alternative prescriptions

79. A female employee approaches the school Principal for sanctioning a medical advance for a planned aesthetic plastic surgery (rhinoplasty for cosmetic enhancement). How should the Principal respond as the Head of Office?
(A) Sanction full requested advance immediately as surgery is planned in advance
(B) Reject application as aesthetic cosmetic surgery is excluded from reimbursement
(C) Sanction fifty percent of total estimated procedure expenses as advance
(D) Forward application file to administrative directorate for discretionary review

80. An employee has a newborn baby. Until the baby's name is added to the CGHS card, how can the baby receive medical treatment under CGHS?
(A) Ineligible for CGHS treatment until official dependent card issuance
(B) Must enroll in separate municipal pediatric healthcare assistance plans
(C) Employee pays cash with no entitlement to subsequent reimbursement
(D) Treated on parent's CGHS card for a specified period (up to 1 year)

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81. Under CS(MA) Rules, the charges for an ambulance used to transport a patient are:
(A) Reimbursable if certified essential by AMA due to illness severity
(B) Strictly non-reimbursable across all employee cadres and emergency types
(C) Automatically deducted from monthly transport allowance disbursements
(D) Provided free of cost exclusively by municipal emergency services

82. Which of the following acts as the primary document for the Head of Office to verify the dependent status of a family member before issuing a CGHS card?

49. (A) The Additional Director (City/Zone)
When a CGHS beneficiary is dissatisfied with healthcare services or administrative procedures at a Wellness Centre, the immediate higher supervisory authority to approach is the Additional Director of the respective city or zone. The Additional Director manages zonal wellness centres, resolves grievances, and oversees operational compliance across dispensaries.

50. (C) Income from all sources not exceeding ₹9,000 + DA per month
Under CGHS rules, a family member is considered dependent if their total monthly income from all sources does not exceed ₹9,000 plus the prevailing Dearness Allowance rate per month. Income exceeding this threshold disqualifies the family member from dependency benefits, excluding them from CGHS card enrollment and reimbursement.

51. (A) Advance up to 90% of package rate or estimate (whichever is lower) is sanctionable
For planned inpatient medical treatment under CS(MA) or CGHS, a serving employee can obtain a medical advance up to 90% of the approved package rate or estimated treatment cost, whichever is lower. This financial assistance eases immediate cash flow burdens on employees prior to undergoing major clinical procedures.

52. (D) Treatment cost estimate from the treating hospital
When a serving government employee applies for a medical advance for indoor treatment, submitting an official cost estimate from the treating hospital is mandatory. This document enables controlling officers to calculate the permissible advance amount accurately, adhering to the 90% ceiling limit against approved package rates.

53. (B) Refund the unutilized balance when submitting final bills
If the actual medical treatment expenditure incurred turns out to be less than the medical advance drawn, the government employee must refund the unutilized balance immediately. The unspent amount is refunded when submitting final medical bills and essentiality certificates for final departmental settlement and adjustment.

54. (C) A is true but R is false
Serving employees residing in CGHS-covered areas are subject to compulsory monthly salary deductions for CGHS subscription, making Assertion A true. Reason R is false because subscription is mandatory, not optional, for employees living within notified covered zones. Employees cannot opt out while residing in designated CGHS jurisdictions.

55. (D) The employee's level in the Pay Matrix
The monthly CGHS subscription rate for a serving Central Government employee is determined strictly by their designated level in the Pay Matrix. Contribution slabs are fixed by the government across various pay levels, ensuring structured financial contributions proportional to the employee's official pay scale and grade.

56. (A) Yes, if dependency rules are met and she opts for them over her own parents
A female government employee can declare her husband's parents as dependents under CGHS, provided they meet standard dependency conditions including income limits and residence. However, she must explicitly choose between her biological parents and parents-in-law, as concurrent coverage of both parental sets is strictly prohibited under rules.

57. (B) Government ENT specialist recommendation and competent approval up to ceiling rates
Reimbursement for a hearing aid under CGHS requires a formal recommendation from a Government ENT specialist following diagnostic audiometry tests. Upon receiving technical recommendation and competent administrative approval, reimbursement is sanctioned up to prescribed financial ceiling rates established by the health ministry for various hearing aid models.

58. (B) Authorized to charge beneficiaries rates exceeding official package limits
Empanelled private hospitals are strictly bound by the Memorandum of Agreement and cannot charge CGHS beneficiaries amounts exceeding authorized package rates for covered procedures. Charging rates above agreed ceilings violates empanelment terms, rendering the statement claiming authorization to levy higher charges incorrect under official CGHS regulations.

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(D) Original service record book from department

91. The Central Government Health Scheme currently provides medical coverage in:
(A) Over 70 cities across India
(B) Delhi/NCR only
(C) Only metropolitan cities (Delhi, Mumbai, Kolkata, Chennai)
(D) Only state capitals

92. Consider the following statements regarding the role of a Principal as Head of Office in processing medical claims:
I. Ensure the claim is submitted within six months of completion of treatment.
II. Verify the dependency status of the family member treated.
III. Calculate the exact clinical correctness of the medicines prescribed by the doctor.
IV. Restrict the claim to approved CGHS package rates before sanctioning.
Which of the above are appropriate administrative duties of the Principal?
(A) I, II and III
(B) I, II and IV
(C) II, III and IV
(D) I, III and IV

93. If a government servant and their spouse are both employed under the Central Government, who should ideally claim the medical reimbursement for their dependents?
(A) Both spouses claim equal fifty percent proportions on all bills
(B) Exclusively the male employee is legally authorized to prefer claims
(C) Exclusively the female employee is legally authorized to prefer claims
(D) Either spouse, subject to a joint declaration on who claims

94. Under the CGHS, what is a "Day Care" procedure?
(A) Treatment requiring inpatient hospital stay exceeding 24 hours
(B) Routine outpatient clinical consultation with a specialist doctor
(C) Medical/surgical procedure requiring hospital stay under 24 hours
(D) Hospital observation without active medical or surgical intervention

95. Are diagnostic tests (like MRI, CT scan) prescribed by a private specialist in an empanelled hospital automatically cashless for a serving employee under CGHS?
(A) Yes, diagnostic procedures are cashless for serving employees
(B) No, serving employees require permission/ pay first unless admitted indoor
(C) Yes, provided single test expenditure remains under one thousand
(D) No, diagnostic tests are excluded from reimbursement under CGHS

96. What is the rule concerning the reimbursement of special nursing charges (e.g., hiring a private nurse) during a hospital stay?
(A) Statutory entitlement for patients admitted in private wards
(B) Strictly non-reimbursable across all patient and ward categories
(C) Admissible exclusively during indoor treatment of pediatric cases
(D) Reimbursable if certified essential by Superintendent and approved

97. An employee claims reimbursement for medicines purchased during an OPD consultation at a private non-empanelled hospital. Is this admissible under CS(MA) Rules?
(A) No, private non-recognized doctor OPD prescriptions are non-reimbursable
(B) Yes, private OPD treatment is reimbursable without restrictions
(C) Yes, subject to a monetary reimbursement limit of five thousand
(D) Yes, contingent upon prescribed medicines being generic formulations

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98. The term "Essentiality Certificate" has two variants, Certificate 'A' and Certificate 'B'. What is the difference?
(A) 'A' applies to serving employees and 'B' to pensioners
(B) 'A' covers allopathic and 'B' covers AYUSH treatment
(C) 'A' is for OPD care and 'B' for indoor care
(D) 'A' covers primary members and 'B' covers dependents

99. Which authority issues the guidelines and periodically revises the package rates for CGHS?
(A) Ministry of Health and Family Welfare (CGHS Directorate)
(B) Department of Expenditure within Union Ministry of Finance
(C) National Medical Commission / Medical

(A) Government issued Aadhar card reflecting dependency address
(B) Official passport issued by Ministry of External Affairs
(C) Income certificate from Revenue Officer or income affidavit
(D) Valid marriage registration certificate issued by Registrar

83. An employee of a Delhi Government school suffers a heart attack while on a vacation in Kerala. He receives emergency treatment at a private non-empanelled hospital there. Upon returning, he submits the bills to his Principal. What is the correct protocol?
(A) Process as emergency claim limited to CGHS approved rates or actuals
(B) Reject claim because treatment was received outside home headquarters
(C) Transfer claim file to destination state government for reimbursement
(D) Initiate disciplinary action for leaving station without prior approval

84. If a CGHS beneficiary requires blood transfusion, how are the charges for blood handled?
(A) Government supplies blood directly to private treating facilities
(B) Blood charges are explicitly non-reimbursable under medical rules
(C) Employee pays double commercial charges to hospital facility
(D) Reimbursable under indoor package rates per hospital policy guidelines

85. The maximum age up to which a dependent unmarried daughter is eligible for CGHS benefits is:
(A) Eighteen years of age regardless of employment or marital status
(B) Twenty-five years of age regardless of employment or marital status
(C) Thirty years of age regardless of employment or marital status
(D) Until marriage or earning above prescribed income limit

86. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Central Government employees covered under the CS(MA) Rules are entitled to medical advances for inpatient treatment similar to CGHS beneficiaries.
Reason (R): Both CS(MA) Rules and CGHS operate under the Ministry of Health and Family Welfare and share similar provisions for financial assistance during major illnesses.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

87. Under the CGHS, what is the significance of the "ABHA ID" (Ayushman Bharat Health Account)?
(A) Revised taxation identification code issued to private hospitals
(B) Statutory mandate obligating pensioners to secure private coverage
(C) Exclusive identification card generated for unorganized sector labor
(D) Digital health ID linked with CGHS under Ayushman Bharat Digital Mission

88. Can an employee claim medical reimbursement for treatment taken by their dependent at a hospital outside India?
(A) Yes, with Standing Committee/Ministry approval if treatment unavailable in India
(B) Yes, without statutory restrictions for all government employees and family
(C) No, treatment abroad is completely banned across all service classifications
(D) Yes, but coverage is restricted exclusively to traditional AYUSH therapies

89. A newly recruited teacher is posted to a school located in an area where no CGHS wellness centre exists within a 5 km radius. Which rules govern her medical attendance?
(A) The Delhi School Education Act
(B) The CS(MA) Rules, 1944
(C) The ESIC Act
(D) The Workmen's Compensation Act

90. A retiring Head of Department resides in a non-CGHS area. He does not want a CGHS card and prefers to manage minor illnesses locally. To claim the Fixed Medical Allowance (FMA), what must he submit to the pension disbursing authority?
(A) Original monthly invoices of purchased drugs
(B) Undertaking not to avail CGHS OPD facilities
(C) Medical fitness certificate from Civil Surgeon

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ANSWERS

1. (A) Central Government employees residing in areas not covered by the Central Government Health Scheme
The Central Services (Medical Attendance) Rules, 1944 apply primarily to Central Government servants who reside in areas not covered by the Central Government Health Scheme. Employees stationed in or passing through non-CGHS areas receive medical attendance and treatment under these rules. This ensures structured healthcare coverage for personnel serving across non-notified regions nationwide.

2. (C) A medical officer appointed by the government to attend to the employee in a specific station
Under the CS(MA) Rules, an Authorised Medical Attendant refers to a medical officer appointed or recognized by the government to attend to government servants at a specific duty station. The designation depends on the pay level and category of the government servant, ensuring that authorized government medical officers manage clinical consultations and treatment.

3. (A) The treatment must have been certified as necessary by the Authorised Medical Attendant
To claim reimbursement under the CS(MA) Rules, the treatment must be certified as necessary by the designated Authorised Medical Attendant through an Essentiality Certificate. The medical attendant verifies that prescribed consultations, diagnostic procedures, and medicines were indispensable for recovery, thereby validating the official reimbursement claim for processing by controlling officers.

4. (D) A major son who is employed and earning above the prescribed income limit
Under the medical attendance rules, family definition includes dependent parents, minor brothers, and unmarried daughters residing with the employee. However, a major son who is employed and earns above the prescribed income limit is explicitly excluded from dependency status, making him ineligible for medical attendance coverage or medical reimbursement claims under government provisions.

5. (A) II, IV, I, III
The processing of a medical claim under CS(MA) Rules follows a precise chronological sequence. First, the employee undergoes treatment by the Authorised Medical Attendant. Next, prescribed medicines are purchased. Subsequently, the medical claim is submitted alongside the requisite Essentiality Certificate. Finally, the Controlling Officer scrutinizes and sanctions the reimbursement claim for disbursal.

6. (A) Both A and R are true and R is the correct explanation of A
Central Government employees residing in CGHS-covered areas are governed exclusively by CGHS regulations and cannot opt for medical coverage under CS(MA) Rules. The CS(MA) Rules apply strictly to employees stationed in or traveling through regions where CGHS is not operational. Therefore, the applicability restriction logically drives the exclusion of CGHS beneficiaries.

7. (D) The referral must be to a Government specialist or a recognised hospital specialist
According to CS(MA) Rules, when an Authorised Medical Attendant considers specialized consultation necessary, a formal referral must be made to a Government specialist or a recognized hospital specialist. This referral ensures that advanced diagnostic procedures or specialized treatment remain fully eligible for medical reimbursement under official governmental healthcare provisions and guidelines.

8. (A) Central Government Health Scheme
CGHS stands for the Central Government Health Scheme, which was established to provide comprehensive healthcare services to Central Government employees, pensioners, and their eligible dependents. The scheme covers allopathic and recognized traditional systems of medicine through a vast network of dedicated wellness centres, polyclinics, and empanelled healthcare facilities operating across the country.

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9. (B) To generate commercial revenue for the Ministry of Health and Family Welfare
The primary objective of the Central Government Health Scheme is to provide comprehensive, quality healthcare to serving employees, pensioners, and eligible dependents. Generating commercial revenue is not an objective of this welfare scheme. CGHS operates as a non-profit social security measure designed to mitigate medical expenditure burdens for public servants nationwide.

10. (B) Residence within the notified jurisdiction of a CGHS wellness centre
Eligibility for compulsory CGHS coverage for a serving employee is primarily determined by residence within the notified municipal jurisdiction of a CGHS wellness centre. Serving personnel living in covered areas are mandatorily enrolled, while those residing outside notified limits fall under alternative medical attendance rules unless they choose voluntary enrollment under specified norms.

11. (A) Chiropracty
CGHS officially recognizes and offers medical facilities through Allopathy alongside recognized Indian Systems of Medicine and Homeopathy (AYUSH), including Ayurveda, Unani, Siddha, and Homeopathy. Chiropracty is not an officially recognized system of medicine under standard CGHS wellness centre dispensaries, and treatment under this practice is strictly not covered for official medical reimbursement.

12. (B) I and III
Under CGHS dependency rules, the income limit for parents is prescribed by the government and updated periodically. A dependent son remains eligible until reaching 25 years of age or earning, whichever occurs earlier. Married daughters are generally not dependent on the employee, making only statements I and III correct regarding dependency criteria.

13. (D) To provide outpatient care, primary diagnostics, and basic medicine dispensation
A CGHS Wellness Centre serves as the primary contact point for beneficiaries, providing outpatient clinical consultation, essential diagnostic services, and direct dispensation of prescribed medicines. It acts as the gatekeeper of the scheme, issuing necessary referrals for specialist consultations and advanced indoor treatment at empanelled or government medical institutions across the country.

14. (C) Chief Medical Officer (In-charge)
The administrative and operational head of a CGHS Wellness Centre is the Chief Medical Officer (In-charge). This designated officer oversees daily outpatient medical care, inventory management of pharmaceuticals, local staff administration, indenting of non-stocked medicines through authorized local chemists, and issuance of official referrals to empanelled hospitals for specialized beneficiary care.

15. (B) Indent the medicine through the Authorised Local Chemist for delivery to the patient
When a prescribed medicine is out of stock at a CGHS Wellness Centre, the dispensary does not direct the patient to purchase from the open market. Instead, the Chief Medical Officer indents the required drug online through an Authorised Local Chemist, allowing the beneficiary to collect the prescribed medicine from the dispensary.

16. (D) A private hospital approved to treat CGHS beneficiaries at prescribed package rates
An empanelled hospital under CGHS refers to a private medical institution that enters into a Memorandum of Agreement with the government to provide healthcare services to beneficiaries. These private hospitals agree to deliver outpatient, diagnostic, and inpatient medical treatments strictly according to pre-approved CGHS package rates and official healthcare protocols.

17. (A) Basic pay drawn in the Pay Matrix
Entitlement to different ward categories (General, Semi-Private, or Private) in empanelled hospitals for CGHS beneficiaries is determined strictly on the basis of the basic pay drawn in the Pay Matrix. Pay thresholds set by the government specify the exact accommodation category to which an employee or pensioner is entitled during hospital admission.

18. (C) The beneficiary pays the difference in cost personally
If a CGHS beneficiary voluntarily chooses a higher ward category than their official basic pay entitlement during hospital admission, the treating hospital bills the beneficiary directly for the price differential. The government reimburses or covers charges only up to the beneficiary's

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authorized entitlement level, making extra room charges a personal expense.

19. (A) Green Card — Freedom Fighters
CGHS uses color-coded plastic cards to differentiate beneficiary categories. Blue cards are issued to serving employees, red cards to Members of Parliament, yellow cards to autonomous bodies, and freedom fighters are provided with distinct pensioner-category cards. The pairing of Green Card with Freedom Fighters is incorrect in standard CGHS card classification.

20. (D) Proof of residence within a CGHS covered area
For the initial issuance of a CGHS card to a serving employee, submitting proof of residence within a CGHS-covered area is mandatory. Since residential address determines whether an employee falls under CGHS or CS(MA) rules, documentary address proof ensures proper entitlement verification prior to official plastic card generation and distribution.

21. (D) A is false but R is true
Cashless indoor treatment at empanelled private hospitals for routine non-emergency cases is automatically extended to CGHS pensioners, not serving employees without referral. Serving employees must generally pay upfront and claim reimbursement, unless prior permission is obtained. The statement claiming routine cashless access for serving employees is false, while the requirement holds true.

22. (C) Report the loss to the police and submit the FIR/DD entry to CGHS authorities
In the event of losing a CGHS plastic card, the primary beneficiary must first report the loss to the police department and secure a First Information Report or Daily Diary entry. Submitting this official police document alongside an application enables CGHS authorities to process duplicate plastic cards safely and prevent potential misuse.

23. (D) The employee pays initially and claims departmental reimbursement at admissible rates
For government employees stationed in non-CGHS areas under the CS(MA) Rules, medical reimbursement means that the employee pays for necessary medical treatment upfront. Following treatment, the employee submits bills and essentiality certificates to their department, which reimburses admissible expenses strictly according to authorized government rates and scales.

24. (A) The Head of Office or Controlling Officer
For serving employees in non-CGHS areas under CS(MA) Rules, the Head of Office or designated Controlling Officer holds financial and administrative authority to scrutinize and sanction medical reimbursement claims for inpatient treatment. Claims are evaluated based on adherence to prescribed government rates, requisite certificates, and official medical attendance guidelines.

25. (B) CGHS package rates or actual cost, whichever is lower
When a CGHS beneficiary receives emergency medical treatment at an un-empanelled private hospital, reimbursement is limited to CGHS package rates or actual expenses incurred, whichever is lower. This ceiling prevents excessive billing while ensuring that beneficiaries obtain financial relief for necessary life-saving medical emergency care at nearby facilities.

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26. (B) An Emergency Certificate issued by the treating doctor/hospital
Processing an emergency medical claim for treatment at an un-empanelled hospital strictly requires an Emergency Certificate issued by the treating doctor or facility. This document details the critical nature of the patient's condition, explaining why immediate emergency admission was clinically necessary before obtaining formal administrative referrals or approvals.

27. (A) The excess is borne by the beneficiary unless competent relaxation is granted
If treatment expenses incurred during emergency admission exceed the approved CGHS package rates, the excess amount must be borne by the beneficiary. However, in exceptional medical circumstances involving severe complications, the beneficiary may represent their case to the Ministry of Health for special financial relaxation and reimbursement consideration.

28. (A) I, II and IV
Cashless indoor treatment at empanelled private hospitals is provided to CGHS pensioners, while serving employees typically pay initially and seek reimbursement. Empanelled hospitals are bound by agreement to grant cashless facilities. Dietary

Council of India
(D) Department of Personnel and Training under Cabinet Secretariat

100. In case an eligible CGHS beneficiary passes away during indoor treatment at an empanelled hospital, who settles the final hospital bill under the cashless facility?
(A) Deceased employee's family clears full hospital bill in cash
(B) Expenditure is deducted directly from employee death gratuity
(C) Bill is written off completely by treating hospital management
(D) Hospital bills CGHS directly per cashless agreement terms

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payment option allows pensioners to renew their CGHS beneficiary card annually based on current pay matrix contribution slabs.

39. (D) Cosmetic surgery for aesthetics
Under CGHS rules, medical procedures performed strictly for aesthetic cosmetic surgery are excluded from reimbursement. Surgical interventions such as CABG, organ transplants, and chemotherapy are covered because they represent medically necessary therapeutic procedures, whereas purely cosmetic enhancements are classified as non-admissible medical expenses across all beneficiary categories.

40. (A) No, dietary supplements and tonics are strictly excluded
Dietary supplements, nutritional tonics, and vitamins are explicitly classified as non-admissible items under CGHS guidelines, even if prescribed by a treating doctor. Government healthcare rules mandate that food supplements, cosmetic products, and general health tonics cannot be reimbursed or supplied through wellness dispensaries to primary beneficiaries.

41. (B) Supplies non-stocked medicines to the dispensary against specific indents
The Authorised Local Chemist plays a vital role in CGHS operations by supplying medicines that are currently out of stock at the Wellness Centre. When a doctor prescribes a necessary drug unavailable in inventory, the dispensary indents it through the contracted local chemist to ensure timely supply to beneficiaries.

42. (A) I and II
CGHS beneficiaries can register grievances through CPGRAMS, and each Wellness Centre has a Local Advisory Committee to address grassroots operational issues. CGHS authorities maintain oversight over empanelled private hospitals and take administrative action for rule violations, making statement III incorrect while statements I and II remain correct.

43. (A) To meet OPD treatment expenses for pensioners residing in non-CGHS areas
Fixed Medical Allowance is granted to Central Government pensioners who reside in areas not covered by CGHS. The allowance aims to assist retired employees with routine outpatient medical expenditures, eliminating the need to commute to distant CGHS centres while providing consistent monthly financial relief for day-to-day healthcare expenses.

44. (C) No, drawing FMA precludes availing CGHS OPD facilities
A pensioner residing in a non-CGHS area cannot draw Fixed Medical Allowance and simultaneously avail outpatient facilities from CGHS. Drawing FMA automatically precludes OPD treatment access at CGHS wellness centres, ensuring that pensioners do not draw dual financial and operational benefits for routine outpatient medical care concurrently.

45. (B) ₹1,000
The current prescribed rate for Fixed Medical Allowance granted to eligible Central Government pensioners residing in non-CGHS areas is ₹1,000 per month. This fixed monetary amount is disbursed along with monthly pension payments to help retirees defray day-to-day outpatient care expenses incurred in non-covered locations.

46. (C) Compulsory CGHS coverage due to residence in a covered area
If a serving Central Government employee resides within a CGHS-covered area, CGHS coverage is compulsory, irrespective of whether their official office is located in a non-CGHS area. Residential location serves as the primary determining factor for mandatory subscription deductions and full entitlement under the health scheme provisions.

47. (C) 6 months
Under the CS(MA) Rules, a medical reimbursement claim must ordinarily be submitted within six months from the date of completion of treatment. Claims submitted after this six-month period are treated as time-barred and require formal condonation of delay by the competent administrative authority before processing and sanctioning.

48. (D) Entitled to cashless treatment on producing card and referral, hospital bills CGHS directly
A pensioner holding a valid CGHS card who is referred to an empanelled hospital for a scheduled procedure like cataract surgery is entitled to cashless treatment. Upon presenting the plastic card and official referral letter, the empanelled facility delivers treatment and submits final bills directly to CGHS for payment.

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charges in private wards are non-admissible personal expenses, rendering statement III incorrect while statements I, II, and IV remain correct.

29. (D) Obtain a referral from the Wellness Centre CMO or Government Specialist
To seek planned indoor treatment at an empanelled private hospital under CGHS rules, a beneficiary must first obtain a formal referral from the Chief Medical Officer of their designated Wellness Centre or a Government Specialist. This referral ensures systematic screening and administrative authorization prior to specialized private inpatient admissions.

30. (C) Direct OPD consultation at empanelled private hospitals without wellness centre referral
CGHS rules grant a special concession to senior citizen beneficiaries aged 75 years and above, allowing them to seek direct outpatient consultations with specialists at private empanelled hospitals without prior referral from a Wellness Centre CMO. This provision reduces administrative delay and facilitates easier healthcare access for elderly pensioners.

31. (B) Reimbursement is allowed at CGHS rates for emergency care upon submitting emergency certificate
When a CGHS beneficiary undergoes emergency ICU admission at an un-empanelled hospital for a life-threatening condition like a myocardial infarction, reimbursement is allowed. Upon submitting the emergency certificate from the treating hospital along with medical bills, the claim is processed and reimbursed at CGHS package rates or actuals, whichever is lower.

32. (D) Income within prescribed limits (₹9,000 + DA/month) and normal residence with employee
Dependent parents are eligible for CGHS coverage provided their total monthly income from all sources does not exceed the prescribed ceiling of ₹9,000 plus Dearness Allowance per month. Additionally, they must normally reside with the primary government employee beneficiary to qualify as dependents under official medical scheme guidelines.

33. (A) Eligible if an undertaking is given not to claim medical benefits from the private employer
If a government employee's spouse works in a private organization offering medical insurance, the spouse remains eligible for CGHS benefits provided a formal undertaking is submitted. The undertaking confirms that the spouse will not claim duplicate medical benefits or insurance reimbursements from their private employer for identical treatments.

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34. (C) Eligible for life, subject to income limits and disability certification
A dependent son suffering from a permanent severe disability exceeding 40% remains eligible for CGHS medical coverage for life. This eligibility is contingent upon producing valid disability certification from competent medical authorities and ensuring that his personal earnings do not exceed the prescribed monthly income limits for dependency status.

35. (A) Option to include either her own parents or parents-in-law
Female Central Government employees are granted a specific option regarding dependent parents under CGHS rules. A female employee can choose to include either her biological parents or her parents-in-law for medical coverage, provided the chosen parents meet standard dependency criteria regarding monthly income limits and shared residential status.

36. (C) A is true but R is false
A retiring government employee must surrender their serving CGHS card upon superannuation, making Assertion A true. However, Reason R is false because pensioners are explicitly permitted to avail CGHS benefits by applying for a pensioner CGHS card. Pensioners can opt for annual or life-time membership through prescribed monetary contributions.

37. (B) 10 years of contribution based on the last pay drawn
To obtain a permanent whole-life CGHS card upon retirement, a superannuating government pensioner must pay a one-time lump sum contribution equivalent to ten years of CGHS subscription fees. This calculation is based on the pensioner's last pay drawn in the Pay Matrix at the time of retirement from service.

38. (C) By paying an annual contribution every year
If a retiring pensioner chooses not to pay the lump sum fee for a whole-life CGHS card, they can maintain CGHS membership by paying an annual contribution every year. This flexible

59. (D) I, II, III and IV
An index card generates immediately upon online CGHS registration, and individual plastic cards are issued to primary members and dependents. Plastic cards must be surrendered upon resignation or dismissal, and color-coding distinguishes entitlement categories. Therefore, all four statements regarding CGHS plastic card issuance procedures are correct.

60. (C) Submitted to the employee's Head of Office or Department
A serving employee processes their medical reimbursement claim for treatment taken at an empanelled hospital by submitting complete bills, referral slips, and essentiality certificates to their Head of Office or Department. The office scrutinizes, calculates admissible amounts according to package rates, and disburses approved reimbursement.

61. (D) Prescribed medicines were essential for recovery and non-excluded
The Essentiality Certificate (Certificate A for outpatient care and Certificate B for inpatient care) is signed by the treating doctor to certify that prescribed medicines, diagnostic tests, and clinical procedures were indispensable for recovery and do not contain non-admissible luxury or cosmetic items.

62. (C) Restricted, requiring Standing Committee recommendation and Health Ministry approval
Medical treatment outside India under CS(MA) Rules is highly restricted and granted only in exceptional cases. Approval requires recommendation from a Standing Committee of medical experts confirming that specialized treatment is unavailable in India, followed by formal administrative clearance from the Ministry of Health and Family Welfare.

63. (B) Report to CGHS Wellness Centre for referral to recognized dental facilities
To obtain dental treatment under CGHS, a beneficiary must first report to a CGHS Wellness Centre or government hospital dental unit. The CMO or dental officer evaluates the patient and issues a referral to recognized or empanelled dental centres for specialized procedures covered under approved scheme rates.

64. (D) Deducted from higher-earning spouse; other avails benefits as dependent
When both husband and wife are Central Government employees residing in a CGHS area, monthly subscription is deducted from the salary of the spouse drawing higher basic pay. The other spouse and dependent family members are enrolled under a single combined CGHS plastic card system to avoid duplicate contribution deductions.

65. (A) Reject claim as father's income exceeds ₹9,000 + DA limit, invalidating dependency
Under CGHS and CS(MA) rules, dependent family members must not have monthly income exceeding ₹9,000 plus Dearness Allowance. Since the employee's father receives a monthly pension of ₹12,000, his earnings surpass the permissible limit. Consequently, dependency status is invalidated, requiring the Principal to reject the claim.

66. (C) Allowed on Govt Hospital Gynaecology HOD recommendation within ceiling rates
In Vitro Fertilization treatment is permissible under CGHS under specific conditions. Approval requires a recommendation from the Head of Department of Obstetrics and Gynaecology of a Government Hospital, confirming medical necessity. Reimbursement is subject to prescribed financial ceilings and specified conditions across approved treatment cycles.

67. (A) AYUSH units operate under CGHS and beneficiaries can opt for them
CGHS officially incorporates Ayurvedic, Yoga, Unani, Siddha, and Homeopathy (AYUSH) medical systems. Dedicated AYUSH units and dispensaries operate alongside allopathic units within CGHS. Beneficiaries have the right to choose treatment under any recognized AYUSH system without needing special administrative clearance from the Health Ministry.

68. (B) 6 months
Under the CS(MA) Rules, the standard time limit for submitting a medical reimbursement claim is six months from the date of completion of treatment. Claims submitted after six months become time-barred, requiring formal condonation of delay by competent administrative authorities before financial evaluation and sanctioning.

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15. The primary statutory duty of a Public Information Officer (PIO) under the RTI Act 2005 is to:
(A) Hear and decide first administrative appeals filed by aggrieved citizens under Section 19
(B) Deal with requests seeking information and render reasonable assistance to applicants
(C) Levy statutory monetary penalties on subordinate office staff for accidental loss of records
(D) Conduct comprehensive periodic audits of all official administrative files maintained in the office

16. If an applicant is sensory disabled, the PIO is mandated by the RTI Act to:
(A) Reject the application outright unless it is formally submitted and signed by a legal guardian
(B) Transfer the application directly to the Ministry of Social Justice and Empowerment for processing
(C) Waive all application and copying fees and immediately provide the requested information within 24 hours
(D) Provide assistance to enable access to the information, including for inspection

17. What is the statutory role of an Assistant Public Information Officer (APIO) designated at the sub-divisional or sub-district level?
(A) To receive applications or appeals and forward them to the PIO or Appellate Authority
(B) To independently evaluate and finally dispose of RTI applications on behalf of the designated PIO
(C) To serve as the designated First Appellate Authority for all institutions located in rural areas
(D) To prepare and proactively publish comprehensive Section 4 disclosures for the sub-division

18. When an RTI application is submitted to an Assistant Public Information Officer (APIO) rather than directly to the PIO, what is the effect on the statutory time limit for providing the information?
(A) The statutory time limit remains fixed at exactly 30 days
(B) Ten days shall be added to the standard statutory time limit
(C) Five days shall be added to the standard time limit
(D) The standard time limit is automatically doubled to 60 days

19. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): The Information Commission can impose a penalty on an Assistant Public Information Officer (APIO) for failing to provide information to an applicant within 30 days.
Reason (R): The APIO's statutory duty is limited to receiving applications and forwarding them to the PIO; the APIO is not responsible for generating or providing the information.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

20. Under Section 6(1) of the RTI Act, a request for obtaining information must be made in writing or through electronic means in which of the following languages?
(A) English or Hindi only, as mandated for all official Central Government communications
(B) Any language official listed in the Eighth Schedule of the Constitution of India
(C) The primary mother tongue or preferred spoken language of the individual applicant
(D) English, Hindi, or the official language of the area where the application is made

21. If a person cannot make an RTI request in writing, what obligation does the PIO have under the Act?
(A) The PIO must formally refer the applicant to the nearest District Legal Services Authority for legal aid
(B) The PIO must render all reasonable assistance to reduce the oral request into writing
(C) The PIO is legally permitted to reject oral requests completely without taking any further administrative action
(D) The PIO must require the applicant to submit a duly notarized legal affidavit stating the exact request

22. Consider the following statements regarding the filing of an RTI application:
I. An applicant must state the purpose for

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79. (B) Reject application as aesthetic cosmetic surgery is excluded from reimbursement
Aesthetic plastic surgery performed solely for cosmetic enhancement is explicitly classified as a non-admissible expenditure under medical attendance rules. Therefore, when an employee requests a medical advance for elective cosmetic rhinoplasty, the Head of Office must reject the application as the procedure is ineligible for government funding.

80. (D) Treated on parent's CGHS card for a specified period (up to 1 year)
Under CGHS provisions, a newborn child is eligible to receive medical treatment on the parent's existing CGHS card for a temporary period of up to one year. This provision ensures uninterrupted healthcare access for infants while parents complete administrative procedures to formally add the child's name to the card.

81. (A) Reimbursable if certified essential by AMA due to illness severity
Under CS(MA) Rules, ambulance charges incurred while transporting a critically ill patient are reimbursable, provided the Authorised Medical Attendant certifies that using an ambulance was essential due to the severity of the illness. This provision ensures financial support when emergency clinical transport becomes necessary.

82. (C) Income certificate from Revenue Officer or income affidavit
To verify the dependent status of family members before adding them to a CGHS card, the Head of Office relies on an income certificate issued by a Revenue Officer or a sworn income affidavit from the employee. This document confirms that the dependent's monthly income remains within prescribed eligibility limits.

83. (A) Process as emergency claim limited to CGHS approved rates or actuals
If a CGHS beneficiary suffers an unexpected medical emergency while traveling outside headquarters and receives urgent treatment at a non-empanelled hospital, the claim is processed as an emergency claim. Reimbursement is sanctioned up to approved CGHS package rates or actual expenses incurred, whichever is lower.

84. (D) Reimbursable under indoor package rates per hospital policy guidelines
Blood transfusion charges incurred during inpatient medical treatment are covered under indoor package rates or admissible medical reimbursement heads. The cost of blood processing, testing, and transfusion procedures forms part of legitimate healthcare expenditure reimbursed according to prescribed government health scheme rates and guidelines.

85. (D) Until marriage or earning above prescribed income limit
An unmarried daughter remains eligible for CGHS medical benefits without an upper age limit, provided she remains unmarried and dependent on the primary employee. Her eligibility terminates upon her marriage or when her monthly income from all sources exceeds the prescribed threshold limit, whichever occurs earlier.

86. (A) Both A and R are true and R is the correct explanation of A
Serving employees covered under CS(MA) Rules are entitled to medical advances for indoor treatment, just like CGHS beneficiaries. Both sets of rules are administered by the Ministry of Health and Family Welfare to provide financial assistance during major medical conditions, making both statements true and logically related.

87. (D) Digital health ID linked with CGHS under Ayushman Bharat Digital Mission
ABHA ID refers to the Ayushman Bharat Health Account identification created under the Ayushman Bharat Digital Mission. In CGHS, linking CGHS beneficiary cards with ABHA IDs creates a unified digital health identity, facilitating seamless electronic health record integration, digital consultations, and efficient access to health services nationwide.

88. (A) Yes, with Standing Committee/Ministry approval if treatment unavailable in India
Reimbursement for medical treatment taken outside India is permissible under restricted conditions. The employee must obtain approval from the Ministry of Health and Family Welfare based on the recommendation of a Standing Committee of medical experts, certifying that necessary treatment facility is unavailable within India.

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69. (B) Additional Director of CGHS or competent Ministry authority
When a pensioner's medical reimbursement claim is time-barred due to submission delay, the authority to condone the delay rests with the Additional Director of CGHS or designated competent authorities in the Health Ministry. Dispensary CMOs or private hospital administrators lack legal powers to condone procedural claim delays.

70. (C) A is true but R is false
Pensioners residing in non-CGHS areas can opt for a CGHS card by attaching themselves to the nearest CGHS-covered city, making Assertion A true. Reason R is false because membership is not restricted solely to residents within municipal limits; non-resident pensioners can voluntarily enroll to access hospital and dispensary networks.

71. (D) Ineligible for FMA if CGHS OPD facilities are availed
If a pensioner residing in a non-CGHS area obtains a CGHS card and avails outpatient facilities from an attached wellness centre in an adjacent city, they become ineligible to receive Fixed Medical Allowance. Concurrent enjoyment of FMA cash benefits and CGHS OPD care access is strictly prohibited under rules.

72. (A) Lump sum rate covering bed charges, medicines, diagnostics, and doctor fees
Under CGHS, a "Package Rate" represents a standardized lump-sum fee negotiated with empanelled hospitals for a specific medical or surgical procedure. It encompasses accommodation, clinical treatment, nursing care, doctor consultation fees, routine diagnostics, surgical expenses, and essential medicines required throughout the patient's hospital stay.

73. (B) Reimbursed at actuals or CGHS ceiling rate, whichever is lower
When a CGHS beneficiary undergoes surgery requiring an implanted medical device such as a cardiac stent, pacemaker, or joint replacement, reimbursement is calculated based on actual purchase costs or pre-notified CGHS ceiling rates for that device, whichever is lower, ensuring controlled reimbursement limits.

74. (B) Toiletries, telephone charges, and attendant diet
During hospital admission under CGHS, non-medical personal charges such as telephone calls, luxury toiletries, private attendant diets, and extra non-clinical amenities are classified as non-admissible expenses. These items are excluded from government reimbursement and must be settled directly by the patient with the hospital.

75. (A) I and II
The Drawing and Disbursing Officer verifies that medical claims are supported by required Essentiality Certificates and that claimed amounts match approved CGHS package rates. DDOs manage administrative and financial verification; they do not conduct clinical examinations of patients, making statement III incorrect while statements I and II remain correct.

76. (C) Issue warning, levy penalty, or de-empanel hospital
If an empanelled private hospital overcharges CGHS beneficiaries, denies cashless facilities, or violates Memorandum of Agreement conditions, CGHS authorities possess statutory power to take punitive action. Corrective measures include issuing show-cause notices, levying financial penalties, forfeiting performance bank guarantees, or de-empaneling the defaulting hospital.

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77. (D) Private chemist contracted to supply out-of-stock dispensary medicines
An Authorised Local Chemist under CGHS is a private retail pharmacist contracted through competitive bidding to supply non-stocked or specialized medicines to Wellness Centres. Upon receiving online indents from dispensary CMOs, the ALC delivers prescribed medicines to the centre for prompt distribution to beneficiaries.

78. (C) CMO indents online to ALC, patient collects next working day
When a specialist-prescribed medicine is out of stock at a CGHS Wellness Centre, the Chief Medical Officer indents the drug online to the contracted Authorised Local Chemist. The ALC supplies the medicine to the dispensary, allowing the beneficiary to collect it on the next working day without paying cash.

99. (A) Ministry of Health and Family Welfare (CGHS Directorate)
The Directorate General of CGHS under the Ministry of Health and Family Welfare is the primary authority responsible for issuing scheme guidelines and periodically revising CGHS package rates. The ministry negotiates rates with private empanelled healthcare providers to maintain standardized, uniform medical treatment tariffs nationwide.

100. (D) Hospital bills CGHS directly per cashless agreement terms
If an eligible CGHS pensioner passes away during indoor treatment at an empanelled private hospital, the cashless facility remains valid. The hospital cannot demand payment from the deceased pensioner's family; instead, it submits the final treatment bills directly to CGHS authorities for settlement per agreement terms.

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89. (B) The CS(MA) Rules, 1944
When a newly appointed Central Government employee is posted to a location where no CGHS wellness centre exists within accessible coverage limits, her medical attendance is governed by the Central Services (Medical Attendance) Rules, 1944. These rules regulate healthcare coverage, medical consultations, and claims for non-CGHS areas.

90. (B) Undertaking not to avail CGHS OPD facilities
To claim Fixed Medical Allowance upon retirement in a non-CGHS area, a pensioner must submit a formal undertaking to the pension disbursing authority stating that they will not avail outpatient facilities from CGHS. This undertaking prevents dual benefits while establishing eligibility for receiving monthly FMA payments.

91. (A) Over 70 cities across India
The Central Government Health Scheme has expanded significantly from its origin in Delhi to provide comprehensive medical coverage across over 70 cities in India. This widespread geographical network operates numerous wellness centres, polyclinics, and empanelled private hospitals, benefiting millions of serving employees, pensioners, and dependents.

92. (B) I, II and IV
As Head of Office, a Principal must ensure claims are submitted within six months, verify dependency status, and restrict claim amounts to approved package rates before sanctioning. Calculating clinical correctness of doctor prescriptions is a medical evaluation beyond administrative duties, making statement III incorrect while I, II, and IV remain correct.

93. (D) Either spouse, subject to a joint declaration on who claims
When both husband and wife are Central Government employees, either spouse may claim medical reimbursement for dependent family members. To prevent duplicate billing, the couple must submit a joint written declaration designating which spouse will prefer medical claims and draw healthcare allowances for their dependents.

94. (C) Medical/surgical procedure requiring hospital stay under 24 hours
A "Day Care" procedure under CGHS refers to a specialized medical or surgical treatment that requires active hospital admission and clinical monitoring but is completed in less than 24 hours without overnight stay, such as cataract surgery, hemodialysis, or minor surgical interventions.

95. (B) No, serving employees require permission/ pay first unless admitted indoor
Specialized diagnostic tests like MRI or CT scans prescribed during OPD consultations are not automatically cashless for serving employees at empanelled private facilities. Serving employees must obtain prior administrative permission or pay upfront and claim reimbursement later, unless admitted as indoor patients or specific cashless permissions apply.

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96. (D) Reimbursable if certified essential by Superintendent and approved
Special nursing charges incurred during hospital stay are generally non-admissible. However, reimbursement can be sanctioned if the Medical Superintendent of the treating government hospital certifies that special nursing was absolutely essential for the patient's survival, subject to formal approval from competent health authorities.

97. (A) No, private non-recognized doctor OPD prescriptions are non-reimbursable
Under the CS(MA) Rules, outpatient consultation fees and medicine purchases arising from prescriptions issued by private, non-recognized doctors are non-reimbursable. Outpatient treatment must be sought from designated Authorised Medical Attendants or recognized government healthcare facilities to qualify for legitimate reimbursement claims.

98. (C) 'A' is for OPD care and 'B' for indoor care
Under medical reimbursement rules, Essentiality Certificate 'A' is utilized for outpatient treatment (OPD), certifying consultation and prescribed medicines. Essentiality Certificate 'B' is executed for indoor hospital treatment (IPD), certifying hospital admission, diagnostic tests, surgical procedures, and inpatient medications required for recovery.

8. A candidate applies for the post of a contractual teacher. Following rejection, the candidate files an RTI seeking the "opinions and advices" recorded by the selection committee in their evaluation sheet. As the Principal serving as PIO, how should this be handled?
(A) Provide the information as recorded opinions and advices on official files constitute "information"
(B) Deny the request as opinions are intellectual property of the committee members
(C) Deny the request as opinions and advices do not fall under the definition of information
(D) Provide the information only after obtaining clearance from the State Information Commission

9. Under the RTI Act 2005, "Right to Information" includes the right to:
(A) Inspect works, documents, and records
(B) Take notes, extracts, or certified copies of documents
(C) Obtain information in the form of diskettes or floppies
(D) All of the above

10. According to Section 2(h) of the RTI Act 2005, which of the following is an essential condition for a Non-Governmental Organisation (NGO) to be considered a "public authority"?
(A) It must be duly registered as a charitable body under the provisions of the Societies Registration Act 1860
(B) It must be substantially financed by funds provided directly or indirectly by the appropriate Government
(C) It must be actively performing core public functions directly related to primary and secondary school education
(D) It must maintain a minimum permanent workforce of more than fifty full-time employees on its official payroll

11. Consider the following entities:
I. A body established or constituted by or under the Constitution
II. A body established by any other law made by Parliament
III. A private unaided school receiving no government grant or concession
IV. A body owned, controlled or substantially financed by the Government
Which of the entities given above fall under the definition of a "public authority" under the RTI Act 2005?
(A) I, II and IV only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

12. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): A fully private unaided recognized school in Delhi is not entirely immune from the RTI Act 2005.
Reason (R): Under the Delhi School Education Act 1973, private schools must submit various returns and records to the Directorate of Education, which a citizen can access through an RTI application to the Directorate.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

13. Which of the following authorities is responsible for designating an officer as a Public Information Officer (PIO) in an administrative unit or office?
(A) The Central Information Commission
(B) The State Information Commission
(C) The Appropriate Government
(D) The Public Authority itself

14. A Principal, designated as the PIO of a government school, receives an RTI application concerning staff attendance. The Principal knows the record is maintained by the Vice-Principal. Under Section 5(4) of the RTI Act, the Principal seeks the assistance of the Vice-Principal. If the Vice-Principal intentionally delays providing the record, who shall be treated as the PIO for the purpose of contravention of the Act?
(A) Only the Principal, in their capacity as the formally designated Public Information Officer
(B) The First Appellate Authority designated within the administrative jurisdiction of the Directorate
(C) The Vice-Principal, who becomes a "deemed PIO" for this specific request
(D) The Head Clerk responsible for physically maintaining and updating the attendance register

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30. Consider the following timelines under the RTI Act:
I. Normal time limit to provide information: 30 days
II. Information concerning the life and liberty of a person: 48 hours
III. Information involving allegations of corruption against exempt security organizations: 45 days
IV. Information provided by a third party treated as confidential: 40 days
Which of the above timelines are correctly stated as per the Act?
(A) I and II only
(B) I, II and IV only
(C) II, III and IV only
(D) I, II, III and IV

31. A parent submits an RTI application on a Friday afternoon to the PIO of a school, urgently seeking the medical emergency protocol records used when their child suffered a severe injury during sports hour, claiming it concerns the life and liberty of the child who is critically hospitalized. The PIO must provide the information within:
(A) 24 hours
(B) 48 hours
(C) 5 days
(D) 30 days

32. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): The provision to supply information within 48 hours applies to all RTI applications marked "Urgent" by the applicant.
Reason (R): The RTI Act defines "life and liberty" strictly, and mere administrative urgency does not trigger the 48-hour clause.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

33. A PIO receives an RTI application containing five questions. Three questions pertain to the PIO's department, while two questions strictly pertain to another independent public authority. What is the correct course of action for the PIO?
(A) Answer the three questions and transfer the remaining two to the relevant authority within 5 days
(B) Reject the entire application outright on the ground that it addresses multiple distinct public authorities
(C) Answer the three internal questions and direct the applicant to file a fresh RTI application for the other two
(D) Transfer the entire application in its original form to the other public authority for processing

34. While calculating the 30-day time limit for providing information under the RTI Act, the intervening period between the dispatch of the intimation of further fees to the applicant and the payment of fees by the applicant is:
(A) Included in the 30-day calculation
(B) Excluded only if the delay exceeds 10 days
(C) Excluded from the 30-day calculation
(D) Added as a penalty to the applicant

35. Section 8(1) of the RTI Act 2005 lists specific exemptions from disclosure of information. Which of the following is NOT an exemption under Section 8(1)?
(A) Information pertaining to routine transfers and postings of Group C employees
(B) Information that would prejudicially affect the sovereignty and integrity of India
(C) Information the disclosure of which would cause a breach of privilege of Parliament
(D) Information received in confidence from a foreign government

36. An applicant files an RTI seeking information, a part of which is exempt from disclosure under Section 8, while the remaining part is not exempt. According to Section 10 of the RTI Act (Severability), the PIO should:
(A) Reject the entire application outright in order to fully protect the exempt portions of the requested information
(B) Direct the applicant to submit a fresh, revised application seeking exclusively the non-exempt portions of information
(C) Seek formal prior permission from the Central Information Commission before severing any parts of the document
(D) Provide the non-exempt portion of the record that can reasonably be severed from the exempt part

37. Consider the following statements regarding Section 8(2) of the RTI Act:
I. It allows a public authority to allow access

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which the information is being requested.
II. An applicant is not required to provide any personal details other than those necessary for contacting them.
III. An applicant can file an RTI application through the post office network using designated post offices.

Which of the statements given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) III only

23. A citizen files an RTI application asking for the caste certificate details of a government school teacher, explicitly stating in the application that the information is needed to file a defamation suit against the teacher. As a PIO, how should this statement of purpose affect the processing of the application?
(A) The application should be rejected outright because the stated purpose is legally adversarial in nature
(B) The application must be immediately transferred to the local police station for appropriate legal investigation
(C) The PIO must inform the teacher and seek formal written permission to proceed based on the adversarial purpose
(D) The stated purpose is irrelevant as Section 6(2) exempts applicants from giving reasons

24. What is the standard application fee prescribed by the Right to Information (Regulation of Fee and Cost) Rules for filing an RTI application with a Central Government public authority?
(A) Rs. 50
(B) Rs. 20
(C) Rs. 10
(D) No fee is prescribed for the initial application

25. Who among the following is entirely exempt from the payment of the RTI application fee and any subsequent fees for providing information?
(A) Senior citizens who have attained the age of 65 years or above
(B) Persons belonging to the below poverty line category as determined by the Government
(C) Students currently enrolled in government or government-aided schools
(D) Accredited journalists and media personnel representing recognized news agencies

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26. A citizen applies for an inspection of records related to school mid-day meal registers. Under the relevant RTI fee rules, what is the fee prescribed for inspection of records?
(A) No fee for the first hour; and rupees five for each subsequent hour (or fraction thereof)
(B) No fee for the first hour; and rupees ten for each subsequent hour (or fraction thereof)
(C) Rupees ten for the first hour; and rupees five for each subsequent hour (or fraction thereof)
(D) A flat fee of rupees fifty per day for any duration of inspection conducted

27. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): If a PIO fails to provide information within the stipulated time limit of 30 days, the information must subsequently be provided free of charge to the applicant.
Reason (R): Section 7(6) of the RTI Act penalizes public authorities for delay by barring them from charging the cost of providing information once the time limit expires.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

28. Under normal circumstances, what is the time limit for a Public Information Officer to either provide the information or reject the request under Section 7(1) of the RTI Act?
(A) 15 days from the receipt of the request
(B) 30 days from the receipt of the request
(C) 45 days from the receipt of the request
(D) 60 days from the receipt of the request

29. If an RTI application is transferred by one public authority to another public authority under Section 6(3), what is the time limit for the transfer?
(A) As soon as practicable, but not later than five days from the date of receipt
(B) Within a maximum period of ten days from the date of receipt of the application
(C) Within a maximum period of fifteen days from the date of receipt of the application
(D) Before the final expiry of the standard thirty-day statutory time limit

CHAPTER 10
Right to Information Act, 2005

1. The Right to Information Act 2005 was enacted primarily to replace which of the following earlier legislations?
(A) The Freedom of Information Act 2002
(B) The Official Secrets Act 1923
(C) The Public Records Act 1993
(D) The Information Technology Act 2000

2. Under the Constitution of India, the right to information is implicitly guaranteed as a fundamental right under which of the following provisions?
(A) Article 14
(B) Article 21A
(C) Article 19(1)(a)
(D) Article 32

3. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): The Right to Information Act 2005 aims to promote transparency and accountability in the working of every public authority.
Reason (R): Transparency and accountability are essential to contain corruption and hold governments and their instrumentalities accountable to the governed.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

4. The Right to Information Act 2005 mandates that information sought by a citizen must be provided in the form in which it is sought, unless it would:
(A) Reveal the administrative deficiencies of the department
(B) Require the creation of new documents by the public authority
(C) Lead to disciplinary proceedings against a government servant
(D) Disproportionately divert the resources of the public authority

5. As per Section 2(f) of the RTI Act 2005, which of the following is NOT explicitly included in the definition of "information"?
(A) E-mails, opinions, and advices
(B) Unrecorded verbal instructions given by a superior
(C) Press releases and circulars
(D) Data material held in any electronic form

6. Consider the following statements regarding the definition of "information" under the RTI Act:
I. Information relating to any private body which can be accessed by a public authority under any other law is considered "information".
II. File notings made by officials during the decision-making process are excluded from the definition of "information".
III. Logbooks and contracts held by a school administration fall under the definition of "information".
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

7. A citizen applies under the RTI Act asking the Principal of a government school to answer "why" a particular student was not given admission. Under the provisions of the RTI Act, the Principal is:
(A) Obligated to provide a comprehensive written justification explaining the rationale for the administrative decision
(B) Required to transfer the RTI application to the Directorate of Education for issuing a formal appropriate response
(C) Required to direct the applicant to file a formal administrative grievance petition before the higher authority
(D) Not obligated to answer "why" questions unless the reasons are already recorded in a material form

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to information if public interest in disclosure outweighs the harm to the protected interests.

II. It overrides the Official Secrets Act 1923 in cases of overriding public interest.

III. It gives absolute discretionary power to the PIO to release any classified military secret.

Which of the statements given above is/are correct?

(A) I only
(B) I and II only
(C) II and III only
(D) I, II and III

38. A researcher files an RTI application asking for the complete psychological counselling records of a particular student who recently graduated from a government school. As the Principal (PIO), what exemption clause would most appropriately apply to deny this request?

(A) Section 8(1)(a) – Security of the State
(B) Section 8(1)(d) – Commercial confidence
(C) Section 8(1)(e) – Fiduciary relationship
(D) Section 8(1)(i) – Cabinet papers

39. Which of the following sections of the RTI Act exempts information, the disclosure of which would involve an infringement of copyright subsisting in a person other than the State?

(A) Section 7
(B) Section 8(1)(d)
(C) Section 11
(D) Section 9

40. A teacher's spouse files an RTI application with the school Principal seeking the teacher's biometric attendance records, medical leave applications, and provident fund nomination details due to a matrimonial dispute. Under which section of the RTI Act can the Principal refuse to disclose the medical and nomination details, stating they have no relationship to any public activity or interest?

(A) Section 8(1)(j)
(B) Section 8(1)(g)
(C) Section 8(1)(h)
(D) Section 8(1)(e)

41. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:

Assertion (A): Personal information of a government employee, such as details of assets and liabilities filed with the employer, cannot be disclosed under the RTI Act under any circumstances.

Reason (R): Section 8(1)(j) of the RTI Act provides that personal information which has no relationship to any public activity or interest, or which would cause unwarranted invasion of privacy, is exempt unless a larger public interest justifies disclosure.

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

42. Under the RTI Act, information relating to any intelligence and security organizations specified in the Second Schedule is completely exempt from disclosure, EXCEPT when the information pertains to allegations of:

(A) Administrative mismanagement and financial deficits
(B) Corruption and human rights violations
(C) Policy deviations and insubordination
(D) Promotion delays and service matters

43. When information pertaining to allegations of human rights violations is sought from a security or intelligence organization listed in the Second Schedule, the information shall be provided only after the approval of:

(A) The Central Information Commission
(B) The Honorable President of India
(C) The Union Home Secretary of India
(D) The Jurisdictional High Court

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44. Consider the following statements regarding Third-Party information under Section 11 of the RTI Act:

I. A "third party" means a person other than the citizen making a request for information and includes a public authority.

II. If a PIO intends to disclose third-party information treated as confidential, a written notice must be given to the third party within 5 days from the receipt of the request.

III. The third party has 10 days from the date of receipt of the notice to make a representation against the disclosure.

IV. The PIO must make a decision regarding disclosure within 40 days after receipt of the request.

Which of the statements given above are correct?

98. Which of the following details must a Public Authority mandatorily update every year as part of its Section 4 proactive disclosure obligations?
(A) The physical classroom attendance registers recording the daily attendance of all enrolled students
(B) The personal contact details and private mobile numbers of all parents maintained in school records
(C) The proactive disclosure manual, including budgets, staff directories, and subsidy execution details
(D) The confidential personal medical history files and health records of all teaching and non-teaching staff members

99. A student files an RTI asking for the details of the school's structural safety audit report following a minor earthquake. The Principal wants to deny it citing security reasons under Section 8(1)(a). Is the Principal's decision appropriate?
(A) No, structural safety of a school concerns public interest and safety, not state security under 8(1)(a)
(B) Yes, detailed structural engineering blueprints and audit reports of public buildings can be maliciously misused by terrorists
(C) Yes, because ownership of the school infrastructure and building physically belongs to the Public Works Department
(D) No, because all administrative and structural documents held in a government school are unconditionally open to the public

100. In an RTI application, the applicant requests information that is 25 years old. According to Section 8(3) of the RTI Act, information relating to any occurrence, event, or matter which has taken place, occurred, or happened twenty years before the date on which any request is made:
(A) Must be destroyed immediately by the public authority to avoid administrative confusion and unnecessary record accumulation
(B) Cannot be provided as the mandatory statutory file retention schedule of government office files is limited to 10 years
(C) Must only be provided to accredited historical researchers holding prior official authorization approved by the government
(D) Shall be provided subject only to exemptions relating to sovereignty, security, and Parliament privilege

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should have been made or was actually received
(D) 90 days from the date on which the decision should have been made or was actually received

52. Consider the following statements regarding the powers of the Information Commissions (Central or State) while inquiring into a matter under the RTI Act:
I. They have the same powers as are vested in a civil court while trying a suit under the Code of Civil Procedure 1908.
II. They have the power to summon and enforce the attendance of persons and compel them to give oral or written evidence on oath.
III. They have the power to issue arrest warrants against a PIO who fails to attend a hearing.
IV. They can requisition any public record or copies thereof from any court or office.
Which of the statements given above are correct?
(A) I, II and IV only
(B) I, II and III only
(C) II, III and IV only
(D) I, III and IV only

53. If a PIO, without any reasonable cause, refuses to receive an application for information or has not furnished information within the time specified, the Information Commission shall impose a penalty of:
(A) Rs. 100 for each day of delay
(B) Rs. 250 for each day of delay
(C) Rs. 500 for each day of delay
(D) Rs. 1000 for each day of delay

54. What is the maximum statutory limit for the total penalty that can be imposed on a PIO by the Information Commission for delay or denial of information?
(A) Rs. 10,000
(B) Rs. 25,000
(C) Rs. 50,000
(D) There is no maximum limit

55. A PIO in a government school accidentally provides incorrect information to an applicant due to a typographical error in the manual school register maintained by the clerical staff. The applicant files a complaint with the Information Commission seeking the imposition of a penalty. Under Section 20(1) of the RTI Act, before imposing a penalty, the Commission:
(A) Must immediately impose the penalty based on the documentary evidence of incorrect information
(B) Can direct the police to arrest the PIO for misleading a citizen
(C) Must refer the matter to a consumer court
(D) Shall give the PIO a reasonable opportunity of being heard

56. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): The Information Commission can recommend disciplinary action against a PIO under the service rules applicable to them.
Reason (R): Section 20(2) empowers the Commission to recommend disciplinary action if the PIO has persistently failed to receive an application or has provided incorrect, incomplete, or misleading information knowingly.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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57. Section 4(1)(b) of the RTI Act mandates every public authority to publish a set of proactive disclosures. Within how many days of the enactment of the RTI Act was this originally required to be done?
(A) 30 days
(B) 60 days
(C) 120 days
(D) 365 days

58. Under Section 4(1)(b) of the RTI Act, proactive disclosure encompasses how many specific categories or items of information (the "manuals")?
(A) 11
(B) 15
(C) 17
(D) 21

59. Consider the following items:
I. The budget allocated to each of its agencies, indicating the particulars of all plans and proposed expenditures.
II. A directory of its officers and employees.
III. The monthly remuneration received by each of its officers and employees.
IV. The medical histories of all employees for public scrutiny.

ten, as may be deemed necessary.
II. The Commissioners are appointed by the President of India on the recommendation of a committee.
III. The Leader of the Opposition in the Lok Sabha is a member of the recommending committee.
IV. The Chief Justice of India is the Chairperson of the recommending committee.

Which of the statements given above are correct?
(A) I, II and III only
(B) II, III and IV only
(C) I, II and IV only
(D) I, III and IV only

73. A citizen applies for information regarding the number of seats available under the EWS quota in a fully government-aided private school in Delhi. The Principal refuses, stating the school is a private entity. Is the Principal's action correct under the RTI Act?
(A) Yes, all private educational institutions are completely and unconditionally exempt from the provisions of the RTI Act
(B) No, government-aided private schools are public authorities as they are substantially financed
(C) Yes, private schools are exempt unless the requesting citizen personally belongs to the designated EWS category
(D) No, but such an RTI application concerning private entities must mandatorily be routed through the local police

74. An RTI applicant requests the internal file notings of a disciplinary committee that recommended the suspension of a school clerk. The Principal (PIO) rejects it, stating that file notings are not meant for public disclosure. In light of various CIC and Court rulings, what is the status of file notings?
(A) File notings are explicitly excluded from the statutory definition of information contained under Section 2(f) of the Act
(B) File notings are disclosable public records unless exempt under a specific clause of Section 8
(C) File notings can only be accessed directly by the aggrieved departmental employee and never by third-party applicants
(D) File notings are legally accessible only to official statutory investigative agencies like the CBI or Vigilance Directorate

75. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): The RTI Act mandates that every public authority must appoint a Public Information Officer at every desk or section within the office.
Reason (R): Section 5(1) requires public authorities to designate as many officers as CPIOs or SPIOs as may be necessary to provide information to persons requesting it under the Act.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

76. What action should a PIO take if an RTI application is received accompanied by a Demand Draft drawn in favor of an incorrect payee name, making it invalid for realization by the school?
(A) Reject the RTI application outright under Section 8 for failing to submit valid payment along with the request
(B) Process the RTI application normally and absorb the processing fee from the educational institution's petty cash fund
(C) Advise the applicant to submit the fee properly, as the 30-day clock starts upon receiving the prescribed fee
(D) Keep the application pending indefinitely in office records without issuing any formal communication to the applicant

77. If a third party has made a representation against the disclosure of information, and the PIO nevertheless decides to disclose it in the public interest, what is the right available to the third party?
(A) The third party can file a defamation suit against the applicant
(B) The third party can order the PIO to transfer the application to another department
(C) The third party has no further rights once the PIO makes a decision
(D) The third party has the right to appeal against the PIO's decision under Section 19

78. A citizen files an RTI application asking for the reasons behind the Directorate of Education's policy shift regarding school timings. The applicant uses phrases like "Why was this done?"

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(A) Annual Confidential Reports (ACRs) of public servants are public records and must be disclosed to any requesting citizen
(B) The salary and remuneration details of public servants are classified as personal records exempt from disclosure
(C) Disciplinary details of an employee are personal information exempt under Section 8(1)(j) unless public interest is shown
(D) Income tax returns and personal asset declarations of public servants are mandatorily publishable under Section 4

67. Consider the following statements regarding School Management Committees (SMCs) and the RTI Act:
I. Since SMCs consist mostly of parents, their meeting minutes are private and exempt from RTI.
II. SMCs of government and government-aided schools exercise statutory functions under the RTE Act, making their records subject to the RTI Act.
III. Audit reports of funds utilized by the SMC can be sought through an RTI application.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

68. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): A parent can seek the CCTV footage of a government school classroom under the RTI Act to observe the teaching methods.
Reason (R): The disclosure of CCTV footage of classrooms might infringe upon the privacy of other students and teachers, invoking exemptions under Section 8(1)(j) or 8(1)(g) if physical safety is compromised.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

69. A candidate seeking appointment as a Principal in Delhi files an RTI requesting the raw marks and scaling formula used by the UPSC immediately after the preliminary examination, before the final results are declared. Relying on the UPSC v. Angesh Kumar judgment, how is this usually treated?
(A) It must be provided within 48 hours as evaluation details directly concern the fundamental livelihood of candidates
(B) It can be denied if intermediate disclosure compromises the integrity and confidentiality of evaluation
(C) It must be provided immediately as all public competitive examination evaluation processes are open under Section 4
(D) It can be denied permanently because the UPSC as an institution is completely exempt under the Second Schedule

70. Under Section 7(9) of the RTI Act, information shall ordinarily be provided in the form in which it is sought unless it would disproportionately divert the resources of the public authority or:
(A) Substantially interfere with or hinder the routine day-to-day administrative work of the Assistant PIO
(B) Cost the public authority more than rupees five hundred in total cumulative copying and printing charges
(C) Be detrimental to the safety or preservation of the record in question
(D) Require the Public Information Officer or assisting office staff to work beyond regular office hours

71. If a PIO severs a part of a record containing exempt information and provides the remaining part to the applicant under Section 10, the PIO must also communicate:
(A) The full name, administrative designation, official address, and contact details of the First Appellate Authority
(B) The specific subsection and clause of Section 8 relied upon by the authority for withholding the severed portion
(C) A formal written administrative apology explaining the inability to provide the complete requested document
(D) The decision reasons, person's name and designation giving it, and calculated fee details

72. Consider the following statements regarding the constitution of the Central Information Commission:
I. It consists of the Chief Information Commissioner and such number of Central Information Commissioners, not exceeding

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answer sheets are disclosable, whereas school-level answer sheets are strictly exempt
(D) Third-party evaluated answer sheets are held in a fiduciary capacity by the examining body and are exempt from disclosure

85. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): The RTI Act allows an applicant to request information from a public authority in a state other than their state of residence.
Reason (R): Section 3 of the RTI Act extends the right to information to all citizens of India, without any geographical restriction based on state domicile.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

86. Which section of the RTI Act 2005 mandates that the Act applies to the whole of India?
(A) Section 2
(B) Section 3
(C) Section 1
(D) Section 4

87. Consider the following statements regarding the exemption related to Cabinet papers:
I. Cabinet papers, including records of deliberations of the Council of Ministers, are completely exempt from disclosure forever.
II. The decisions of the Council of Ministers, and the reasons thereof, must be made public after the decision has been taken, and the matter is complete or over.
III. Material on the basis of which the Cabinet decisions were taken is also made public once the matter is complete, subject to other exemptions.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

88. A PIO receives an application by post. However, the applicant has only affixed a Rs. 10 postage stamp on the application instead of a Postal Order or Demand Draft. What is the correct administrative procedure?
(A) Inform the applicant that postage stamps are not a prescribed payment mode and request payment in a valid mode
(B) Accept the affixed postage stamp as valid application fee payment under the general administrative powers of the PIO
(C) Process the application on merits but withhold physical dispatch of the information until a proper fee instrument is submitted
(D) Transfer the entire RTI application along with the postage stamp directly to the Department of Posts for appropriate action

89. A Non-Governmental Organization runs a school entirely from private donations and student fees, receiving no grants or land at concessional rates from the government. Is this school subject to the RTI Act?
(A) Yes, because providing primary and secondary education is inherently performing a fundamental public duty toward society
(B) No, as it is not government owned, controlled, or substantially financed, making it non-public authority
(C) Yes, because formal administrative recognition granted by the Directorate of Education automatically brings it under the RTI Act
(D) Yes, but the scope of disclosure is strictly restricted to administrative information directly related to its teaching staff

90. If an RTI application pertains to a subject that spans across multiple departments within the same public authority (e.g., Directorate of Education), who is responsible for collecting and providing the consolidated information?
(A) The applicant must file separate and independent RTI applications directly with each of the concerned internal departments
(B) The receiving PIO must seek assistance under Section 5(4) from other officers to provide a consolidated reply
(C) The Assistant PIO must collect all internal records from the various branches prior to formally forwarding the file to the PIO
(D) The First Appellate Authority automatically takes over administrative handling of the multi-department RTI application

91. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): A Public Information Officer is

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and "What was the rationale?". How should the PIO address such queries?
(A) Provide a detailed personal written justification explaining the policy rationale to satisfy the applicant's query
(B) Transfer the RTI application directly to the office of the Minister of Education for a suitable administrative response
(C) Supply relevant recorded documents and circulars containing the rationale, without creating new explanations
(D) Reject the application citing exemption under Section 8(1)(a) pertaining to sovereign administrative decisions

79. Consider the following statements regarding the powers of the Information Commission:
I. It can require the public authority to compensate the complainant for any loss or other detriment suffered.
II. It can impose any penalty provided under the Act.
III. It can reject the application.
IV. It can sentence an erring PIO to civil imprisonment for up to 6 months.
Which of the statements given above are correct?
(A) I and II only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

80. A requester who is visually impaired seeks information from a school. The information consists of 50 pages of printed text. Under the RTI rules, what is the obligation of the PIO?
(A) Read out all 50 pages of printed text to the applicant over the telephone during regular official working hours
(B) Direct the applicant to bring an accompanying sighted individual to the office to inspect and read the documents aloud
(C) Deny the RTI request on the ground that the public authority does not possess specialized Braille printing equipment
(D) Provide the information in Braille or accessible format without extra charge for conversion, if practical

81. In the context of the RTI Act, what does the principle of "suo-motu" disclosure aim to achieve?
(A) To provide information proactively in the public domain so citizens need minimum resort to the RTI Act
(B) To systematically maximize and encourage the total volume of formal RTI applications filed by citizens every year
(C) To legally empower public authorities to charge higher customized fee rates for accessing internet-based disclosures
(D) To effectively safeguard and protect sensitive, classified government operational secrets from being publicly leaked

82. Which authority is mandated to prepare an annual report on the implementation of the provisions of the RTI Act for the central government?
(A) The Ministry of Personnel, Public Grievances and Pensions
(B) The Supreme Court of India
(C) The Central Information Commission
(D) The Comptroller and Auditor General of India

83. A school Principal (PIO) receives an RTI application asking for the details of the disciplinary action taken against a teacher under the POCSO Act. The matter is currently under investigation by the police. The Principal denies the information. Which clause of Section 8 best supports this denial?
(A) Section 8(1)(h) – Information which would impede investigation, apprehension, or prosecution of offenders
(B) Section 8(1)(a) – Information the disclosure of which would prejudicially affect the security or strategic interests of the State
(C) Section 8(1)(c) – Information the disclosure of which would cause a direct breach of privilege of Parliament or State Legislature
(D) Section 8(1)(d) – Information including commercial confidence, trade secrets or intellectual property, disclosure of which harms competitive position

84. A student files an RTI application requesting the answer sheet of another student who topped the class in the final examination. The PIO denies the request. What is the legal basis for this denial?
(A) Answer sheets of school examinations are completely excluded from the statutory definition of information under the RTI Act
(B) The student who topped the examination holds exclusive intellectual property rights over all answers written in the answer script
(C) Only public service commission examination

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Which of the items given above must a public authority proactively publish under Section 4(1)(b) of the RTI Act?
(A) I and II only
(B) I, II and III only
(C) II, III and IV only
(D) I, II, III and IV

60. A newly appointed Principal of a government school in Delhi decides to overhaul the school website to ensure full compliance with the RTI Act's suo-motu disclosure mandate. Which of the following is NOT a statutory requirement for proactive disclosure under Section 4?
(A) The particulars of facilities available to citizens for obtaining information
(B) The names, designations, and other particulars of the Public Information Officers
(C) The daily classroom lesson plans of every teacher for the entire academic session
(D) The rules, regulations, instructions, manuals, and records held by the school

61. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): Schools are required to proactively display the details of the PM POSHAN (Mid-Day Meal) scheme, including daily menus and beneficiary numbers, on notice boards.
Reason (R): Section 4 of the RTI Act mandates public authorities to provide as much information suo motu to the public at regular intervals through various means of communications so that the public has minimum resort to the use of the Act to obtain information.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

62. Does the Right to Information Act 2005 override other laws?
(A) No, the RTI Act remains strictly subservient to the statutory provisions of the Official Secrets Act 1923
(B) No, the RTI Act applies exclusively where no other specific sector-based information-sharing legislation exists
(C) Yes, Section 22 gives the RTI Act overriding effect over inconsistent provisions in other laws
(D) Yes, but its overriding force is legally restricted to matters relating directly to Central Government agencies

63. No court shall entertain any suit, application, or other proceeding in respect of any order made under the RTI Act, and no such order shall be called in question otherwise than by way of an appeal under the Act. This bar on the jurisdiction of courts is explicitly mentioned in which section of the RTI Act?
(A) Section 21
(B) Section 23
(C) Section 22
(D) Section 24

64. A Principal, acting as a PIO, denies information to an applicant acting in good faith under a genuine interpretation of an exemption clause in Section 8. The Information Commission later rules that the information should be disclosed. Can the applicant file a civil suit for damages against the Principal personally for the initial denial?
(A) Yes, the applicant can file a civil suit for damages for mental agony
(B) Yes, but only with the permission of the Directorate of Education
(C) No, because government employees have absolute immunity from all civil suits
(D) No, Section 21 of the RTI Act grants protection for action taken in good faith

65. In the landmark Supreme Court judgment of CBSE v. Aditya Bandopadhyay (2011), which significantly impacted school education boards, the Court held that:
(A) Evaluated answer scripts are information and examinees have the right to inspect them under the RTI Act
(B) Evaluated answer scripts of examinees are internal academic documents that do not fall under the definition of information
(C) Evaluating examiners share a strict legal fiduciary relationship with examinees, thereby permanently preventing disclosure
(D) Disclosure of evaluated answer scripts is completely exempt under Section 8(1)(d) on grounds of commercial confidence

66. Based on the Girish Ramchandra Deshpande case regarding RTI applicability to service records of public servants, which of the following statements is legally accurate?

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required to create data or deduce conclusions from raw data if specifically requested by an applicant.
Reason (R): The purpose of the RTI Act is to provide all possible assistance to the citizen in understanding the functioning of the government.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

92. A teacher seeks a certified copy of her own service book under the RTI Act. The PIO asks the teacher to pay Rs. 2 per page. The teacher argues that as an employee, she should get it free. What is the correct position?
(A) Employees have a right to free copies of their own records
(B) The PIO must provide the service book free of cost under Section 4 proactive disclosure
(C) The RTI Act does not exempt employees from paying the prescribed fees for documents
(D) Employees cannot file RTI applications in their own departments

93. Consider the following scenarios:
I. Information regarding troop movements near the border.
II. Information regarding the budget allocated for purchasing chalks in a school.
III. Medical records of a hospitalized citizen sought by a stranger.
IV. Information detailing the architectural blueprints of a nuclear reactor.
Which of the above would likely be exempt from disclosure under Section 8 of the RTI Act?
(A) I and IV only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II, III and IV

94. A citizen files an RTI application asking the school Principal (PIO) to confirm if a specific individual is employed as a teacher in the school and what their monthly remuneration is. Should this be disclosed?
(A) No, details regarding individual employment status and remuneration constitute personal information protected under Section 8(1)(j)
(B) No, disclosing internal employment details violates the legal fiduciary relationship existing between employer and employee
(C) Yes, as monthly employee remuneration is a mandatory proactive disclosure under Section 4(1)(b)
(D) Yes, but the PIO can disclose such details only after seeking prior written permission from the Central Information Commission

95. What is the consequence if the First Appellate Authority fails to decide an appeal within the extended maximum period of 45 days?
(A) The administrative request of the appellant is legally deemed to have been rejected permanently without any further recourse
(B) The appellant can escalate the matter by filing a Second Appeal with the Information Commission
(C) The designated PIO automatically becomes personally liable for paying a statutory maximum penalty of Rs. 25,000
(D) The First Appellate Authority is automatically subjected to departmental proceedings and dismissed from administrative service

96. Under Section 18 of the RTI Act, a citizen can file a direct complaint to the Information Commission instead of an appeal if:
(A) They are unhappy with the First Appellate Authority's detailed order
(B) The information provided is extensive and difficult to read
(C) The fee charged is exactly as per the prescribed rules but deemed too high by the applicant
(D) No PIO has been appointed, or the PIO refused to accept the RTI application

97. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): The RTI Act overrides the provisions of the Delhi School Education Act 1973 if there is an inconsistency between the two regarding the disclosure of information.
Reason (R): Section 22 of the RTI Act provides it with an overriding effect over any other law for the time being in force, to the extent of inconsistency.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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(A) I and II only
(B) II, III and IV only
(C) I, III and IV only
(D) I, II, III and IV

45. A private catering agency supplies mid-day meals to a government school and submits its proprietary nutritional formulas to the school administration in confidence. A competitor files an RTI seeking these formulas. As PIO, the Principal decides the formulas are trade secrets but initiates the Section 11 procedure. If the catering agency objects to the disclosure, what is the legal position of the PIO?
(A) The PIO must automatically reject the RTI request upon receiving any formal written objection from the third party
(B) The PIO must transfer the administrative responsibility of making the decision to the First Appellate Authority
(C) The PIO must instruct the applicant to file a civil suit in a court of competent jurisdiction to obtain disclosure
(D) The PIO can disclose the information if public interest outweighs any possible harm to the third party

46. Any person who does not receive a decision within the time specified, or is aggrieved by a decision of the PIO, may prefer a First Appeal within how many days from the expiry of such period or from the receipt of such a decision?
(A) 15 days
(B) 30 days
(C) 45 days
(D) 90 days

47. To whom is the First Appeal under Section 19(1) of the RTI Act made?
(A) Directly to the Central Information Commission or State Information Commission having jurisdiction
(B) To an officer senior in rank to the designated PIO in the same public authority
(C) Directly to the State Information Commission of the respective state government
(D) To the District Magistrate functioning as the chief administrative officer of the district

48. What is the maximum time limit for the First Appellate Authority to dispose of an appeal under the RTI Act, including any extended period for which reasons must be recorded in writing?
(A) 30 days
(B) 45 days
(C) 60 days
(D) 90 days

49. A First Appellate Authority (FAA) hears an appeal against a school Principal (PIO) who refused to provide budget utilization records. The FAA decides the information is not exempt and directs the PIO to provide it. The PIO still refuses to provide the information. Does the FAA have the power to impose a monetary penalty on the PIO under the RTI Act?
(A) No, only the Information Commission has the power to impose a monetary penalty
(B) Yes, the First Appellate Authority can impose a lump sum penalty up to Rs. 25,000
(C) Yes, the First Appellate Authority can impose a statutory fine of Rs. 250 per day of delay
(D) No, the First Appellate Authority can only formally recommend departmental suspension

50. Read the following statements regarding Assertion (A) and Reason (R) and select the correct option:
Assertion (A): In any appeal proceedings, the onus to prove that a denial of a request was justified lies squarely on the Public Information Officer who denied the request.
Reason (R): The RTI Act operates on the premise of maximum disclosure, placing the burden of proof on the authority withholding the information as per Section 19(8).
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

51. A Second Appeal under Section 19(3) of the RTI Act against the decision of the First Appellate Authority lies with the Central Information Commission or State Information Commission. It must normally be filed within:
(A) 30 days from the date on which the decision should have been made or was actually received
(B) 45 days from the date on which the decision should have been made or was actually received
(C) 60 days from the date on which the decision

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ANSWERS

1. (A) The Freedom of Information Act 2002
The Right to Information Act 2005 was passed by the Parliament of India to replace the earlier Freedom of Information Act 2002. The earlier law had significant shortcomings, including non-notification and a lack of enforcement mechanisms. The 2005 legislation established a practical and effective framework for citizens to secure access to public information.

2. (C) Article 19(1)(a)
Under the Indian Constitution, the right to information is held to be an implicit fundamental right derived from Article 19(1)(a), which guarantees freedom of speech and expression. The Supreme Court has repeatedly affirmed that citizens cannot fully exercise freedom of speech and expression without access to information held by public authorities across the nation.

3. (A) Both A and R are true and R is the correct explanation of A
Public functioning requires transparency and accountability to foster good governance and minimize corruption. The statutory preamble and core principles of the Right to Information Act 2005 emphasize that an informed citizenry and transparency of information are vital to hold governments accountable and curb corrupt practices in democratic governance.

4. (D) Disproportionately divert the resources of the public authority
Section 7(9) of the Right to Information Act 2005 stipulates that information shall ordinarily be provided in the form in which it is sought. An exception is made if providing it in that specific format would disproportionately divert the resources of the public authority or be detrimental to the safety or preservation of the record.

5. (B) Unrecorded verbal instructions given by a superior
Section 2(f) of the Right to Information Act 2005 defines information as any material in any form, including records, documents, memos, emails, opinions, advices, press releases, circulars, orders, logbooks, contracts, and electronic data. Unrecorded verbal instructions leave no tangible or documented record and therefore cannot fall within the statutory scope of information.

6. (C) I and III only
Under Section 2(f), information includes data accessible by a public authority under any other law, making private body details retrievable through regulators accessible. Official file notings created during decision-making are recognized as part of public records and information. Administrative contracts and logbooks maintained by educational institutions also constitute valid physical information subject to disclosure.

7. (D) Not obligated to answer "why" questions unless the reasons are already recorded in a material form
The Right to Information Act 2005 mandates the supply of existing, recorded information held by public authorities. Public Information Officers are not legally required to create new information, answer hypothetical queries, express personal opinions, or explain reasons behind administrative actions unless those specific reasons and justifications are already documented on official files and records.

8. (A) Provide the information as recorded opinions and advices on official files constitute "information"
Section 2(f) of the Right to Information Act 2005 explicitly includes opinions and advices within its statutory definition of information. When an evaluation committee documents its opinions, ratings, or advice on official file sheets, those recordings become part of the official public record and must be disclosed unless covered by specific statutory exemptions.

9. (D) All of the above
Section 2(j) of the Right to Information Act 2005 broadly defines the right to information. It encompasses inspecting works, documents, and records; taking notes, extracts, or certified copies; and obtaining information stored electronically, such as in diskettes, floppies, tapes, video

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objective of promoting maximum disclosure and transparency in public governance.

51. (D) 90 days from the date on which the decision should have been made or was actually received
Section 19(3) of the Right to Information Act 2005 provides that a second appeal against the decision of the First Appellate Authority lies to the Central Information Commission or State Information Commission. It must be filed within ninety days from the date on which the decision was received or should have been made.

52. (A) I, II and IV only
Under Section 18(3), Information Commissions possess powers of a civil court under the Code of Civil Procedure 1908, including summoning witnesses, receiving evidence on affidavit, and requisitioning public records. However, the RTI Act does not confer power on Information Commissions to issue arrest warrants against non-attending Public Information Officers.

53. (B) Rs. 250 for each day of delay
Under Section 20(1) of the Right to Information Act 2005, where a Public Information Officer has without reasonable cause refused to receive an application or delayed furnishing information, the Information Commission shall impose a mandatory penalty of two hundred and fifty rupees for each day until the information is supplied.

54. (B) Rs. 25,000
Section 20(1) specifies that the daily penalty of rupees two hundred and fifty for delay or default in furnishing information under the Act accumulates until compliance, subject to a statutory maximum ceiling. The total amount of penalty imposed on a Public Information Officer shall not exceed twenty-five thousand rupees.

55. (D) Shall give the PIO a reasonable opportunity of being heard
The proviso to Section 20(1) mandates that the Public Information Officer shall be given a reasonable opportunity of being heard before any penalty is imposed under the Act. Principles of natural justice require the Information Commission to hear the officer's explanation regarding potential technical or clerical errors before passing penalty orders.

56. (A) Both A and R are true and R is the correct explanation of A
Section 20(2) empowers the Central Information Commission or State Information Commission to recommend disciplinary action against a Public Information Officer under applicable service rules. This action can be recommended if the officer persistently fails to receive applications, delays responses without reasonable cause, or knowingly provides false or misleading information.

57. (C) 120 days
Section 4(1)(b) of the Right to Information Act 2005 mandated every public authority to publish particulars of its organization, functions, duties, officers, decision-making processes, and manuals within one hundred and twenty days from the enactment of the Act, establishing early proactive transparency across public sector bodies.

58. (C) 17
Section 4(1)(b) of the Right to Information Act 2005 outlines seventeen specific categories or manuals of information that every public authority must publish proactively. These range from organizational structures, powers, and duties of employees to budgets, subsidies, norms, and contact details of designated officers.

59. (B) I, II and III only
Section 4(1)(b) mandates proactive publication of budget allocations, directories of officers and employees, and monthly remuneration details. Confidential personal records, such as private medical histories of individual employees, are protected under privacy exemptions under Section 8(1)(j) and are excluded from mandatory proactive public disclosures.

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60. (C) The daily classroom lesson plans of every teacher for the entire academic session
Proactive disclosure under Section 4 includes organizational details, PIO contacts, facilities for obtaining information, rules, and registers. Daily teacher lesson plans represent routine micro-level academic operational details and are not listed among the seventeen mandatory statutory manual categories required to be published proactively by educational public authorities.

Information Officers responsible for providing information. Since APIOs do not process or decide applications, penalties for non-furnishing of information within 30 days cannot be directly imposed on them.

20. (D) English, Hindi, or the official language of the area where the application is made
Section 6(1) of the Right to Information Act 2005 specifies that a person seeking information must make an application in writing or through electronic means in English, Hindi, or the official language of the area in which the application is filed. This flexible provision ensures linguistic accessibility for citizens across different regional jurisdictions.

21. (B) The PIO must render all reasonable assistance to reduce the oral request into writing
Section 6(1) of the Right to Information Act 2005 provides that where an applicant cannot make a written request, the Public Information Officer shall render all reasonable assistance to the person making the request orally to reduce the same into writing. This provision safeguards the right to seek information for illiterate or disabled citizens.

22. (B) II and III only
Section 6(2) provides that an applicant requesting information shall not be required to give any reason for requesting the information or any personal details except those necessary for contact. Postal department networks with designated post offices facilitate the collection and transmission of applications, while mandatory statement of purpose is explicitly excluded by statutory rules.

23. (D) The stated purpose is irrelevant as Section 6(2) exempts applicants from giving reasons
Section 6(2) of the Right to Information Act 2005 mandates that an applicant seeking information shall not be required to give any reason for requesting the information. Even if an applicant voluntarily states an administrative, personal, or legal purpose, the Public Information Officer must ignore the reason and evaluate the application strictly on statutory merits.

24. (C) Rs. 10
Under Rule 3 of the Right to Information (Regulation of Fee and Cost) Rules 2005, an application for obtaining information under Section 6(1) must be accompanied by an application fee of rupees ten. This fee can be paid through cash against proper receipt, demand draft, banker's cheque, or Indian Postal Order.

25. (B) Persons belonging to the below poverty line category as determined by the Government
The proviso to Section 7(5) of the Right to Information Act 2005 explicitly mandates that no fee shall be charged from any person who belongs to the Below Poverty Line category, as determined by the appropriate Government. Such applicants must produce valid BPL certification to avail full fee waiver under the statutory rules.

26. (A) No fee for the first hour; and rupees five for each subsequent hour (or fraction thereof)
Under the Right to Information (Regulation of Fee and Cost) Rules 2005, inspecting official records does not incur any fee for the first hour of inspection. For each subsequent hour or fraction thereof, a fee of rupees five is charged by the public authority to cover basic administrative and supervision costs.

27. (A) Both A and R are true and R is the correct explanation of A
Section 7(6) of the Right to Information Act 2005 explicitly dictates that where a public authority fails to provide the requested information within the prescribed statutory time limits, the information shall be provided to the applicant completely free of charge. This provision acts as a strict penalty on public authorities for non-compliance.

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28. (B) 30 days from the receipt of the request
Section 7(1) of the Right to Information Act 2005 specifies that upon receipt of a request, the Public Information Officer shall, as expeditiously as possible, and in any case within thirty days of receipt, either provide the requested information on payment of prescribed fees or reject the request for valid statutory reasons.

29. (A) As soon as practicable, but not later than five days from the date of receipt
Section 6(3) of the Right to Information Act 2005 provides that where an application is made to a public authority requesting information held by another public authority, the application must be transferred to that authority as soon as practicable, but in any case within five days from the date of initial receipt.

30. (D) I, II, III and IV
Under the statutory framework, the normal response period is 30 days, reduced to 48 hours when life or liberty is involved. Allegations of corruption in scheduled exempt organizations require 45 days due to Commission approval mandates. Confidential third-party information processing specifies a maximum decision period of 40 days from initial receipt.

31. (B) 48 hours
The proviso to Section 7(1) of the Right to Information Act 2005 strictly mandates that where the information sought concerns the life or liberty of a person, the Public Information Officer must provide the required information within forty-eight hours of receiving the application, regardless of intervening public holidays or weekends.

32. (D) A is false but R is true
The 48-hour timeline under Section 7(1) applies exclusively when the requested information directly impacts an individual's fundamental life or liberty. Merely marking an application as urgent or facing administrative urgency does not invoke this clause. The Public Information Officer must assess whether genuine imminent threat to life or personal freedom exists.

33. (A) Answer the three questions and transfer the remaining two to the relevant authority within 5 days
Under Section 6(3) of the Right to Information Act 2005, when an application contains questions pertaining to multiple public authorities, the receiving Public Information Officer must answer the queries concerning their own department and transfer the relevant distinct portion to the concerned public authority within five days, informing the applicant accordingly.

34. (C) Excluded from the 30-day calculation
According to Section 7(3)(a) of the Right to Information Act 2005, the period intervening between the dispatch of the notice informing the applicant of required additional fees and the actual payment of those fees by the applicant shall be excluded from calculating the statutory thirty-day time period for providing information.

35. (A) Information pertaining to routine transfers and postings of Group C employees
Section 8(1) lists absolute and conditional exemptions, including national security, parliamentary privilege, foreign secrets, trade secrets, and personal privacy. Information concerning routine administrative transfers and postings of government employees involves public service management and does not enjoy statutory exemption under Section 8(1) unless specific, provable harm to public interest is shown.

36. (D) Provide the non-exempt portion of the record that can reasonably be severed from the exempt part
Section 10(1) of the Right to Information Act 2005 contains the doctrine of severability. It dictates that where an information request is rejected for containing exempt details, access may be granted to that part of the record which does not contain exempt information and can reasonably be severed from any exempt portions.

37. (B) I and II only
Section 8(2) empowers public authorities to disclose information, notwithstanding the Official Secrets Act 1923 or exemptions under Section 8(1), if public interest in disclosure outweighs the potential harm to protected interests. However, it does not grant unconditional discretionary power to PIOs to release classified core military secrets endangering national security.

38. (C) Section 8(1)(e) – Fiduciary relationship
Section 8(1)(e) exempts information available to a person in their fiduciary relationship, unless the competent authority is satisfied that the larger public interest warrants disclosure. Psychological counselling records maintained by school authorities are held in strict professional trust and fiduciary capacity, protecting individual student records from disclosure to third-party applicants.

39. (D) Section 9
Section 9 of the Right to Information Act 2005 provides a specific ground for rejection of requests. It explicitly empowers a Public Information Officer to reject a request for information where providing access would involve an infringement of copyright subsisting in a person other than the State.

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40. (A) Section 8(1)(j)
Section 8(1)(j) exempts personal information which has no relationship to any public activity or interest, or which would cause unwarranted invasion of the privacy of the individual. Personal details like medical leave applications and nomination details fall within private sphere protections and cannot be disclosed unless overriding public interest is proven.

41. (D) A is false but R is true
Section 8(1)(j) exempts personal information having no link to public activity, but this exemption is not absolute. Personal assets and liabilities declarations of public servants can be disclosed if a competent authority determines that a larger public interest justifies such disclosure, overriding the standard privacy protection guaranteed under the section.

42. (B) Corruption and human rights violations
Section 24(1) exempts intelligence and security organizations specified in the Second Schedule from the purview of the RTI Act. However, this statutory exemption is explicitly lifted, and information must be provided, if the request pertains to allegations of corruption or allegations of human rights violations within those organizations.

43. (A) The Central Information Commission
According to the proviso to Section 24(1) of the Right to Information Act 2005, where information sought from scheduled security or intelligence organizations relates to allegations of human rights violations, it shall only be provided after the express approval of the Central Information Commission or State Information Commission, as applicable.

44. (D) I, II, III and IV
Section 11 outlines third-party procedures: a third party includes external persons and public authorities. The Public Information Officer must issue written notice within 5 days of receiving the request. The third party gets 10 days to make representations, and the final disclosure decision must be made within 40 days.

45. (D) The PIO can disclose the information if public interest outweighs any possible harm to the third party
Under Section 11(1) of the Right to Information Act 2005, objections raised by a third party are not binding on the Public Information Officer. The officer can decide to disclose the requested information if the public interest in disclosure clearly outweighs in importance any potential harm or injury to the third party's interests.

46. (B) 30 days
Under Section 19(1) of the Right to Information Act 2005, any person who does not receive a decision within the prescribed statutory period, or is aggrieved by a decision of the Public Information Officer, may prefer a first appeal within thirty days from the expiry of such period or receipt of such decision.

47. (B) To an officer senior in rank to the designated PIO in the same public authority
Section 19(1) mandates that a first appeal must be made to an officer who is senior in rank to the designated Public Information Officer within the same public authority. This internal administrative channel allows the senior authority to review, rectify, or uphold the initial decision passed by the Public Information Officer.

48. (B) 45 days
Section 19(12) of the Right to Information Act 2005 stipulates that a first appeal shall be disposed of within thirty days of receipt. It permits an extended maximum period of up to forty-five days from the date of filing, provided the First Appellate Authority records the reasons for delay in writing.

49. (A) No, only the Information Commission has the power to impose a monetary penalty
Under Section 20(1) of the Right to Information Act 2005, the power to impose monetary penalties on erring Public Information Officers is exclusively vested in the Central Information Commission or the State Information Commission. First Appellate Authorities do not possess statutory jurisdiction or administrative power to levy penalties or fines.

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50. (A) Both A and R are true and R is the correct explanation of A
Section 19(19) / Section 19(8) principle dictates that in any appeal proceedings, the burden of proving that a denial of an RTI request was justified lies entirely upon the Public Information Officer who denied the request. This aligns with the fundamental democratic

administrative recognition from educational authorities.

90. (B) The receiving PIO must seek assistance under Section 5(4) from other officers to provide a consolidated reply
When an RTI application seeks information distributed across multiple branches within the same public authority, the receiving Public Information Officer invokes Section 5(4). By seeking internal assistance from custodian officers, the officer collects necessary records and provides a consolidated reply to the applicant without requiring multiple separate filings.

91. (D) A is false but R is true
The Right to Information Act requires public authorities to supply information as held in existing records. Public Information Officers are under no legal obligation to create new data, conduct fresh research, deduce analytical conclusions, or synthesize unrecorded statistical interpretations specifically to satisfy an applicant's customized queries.

92. (C) The RTI Act does not exempt employees from paying the prescribed fees for documents
The Right to Information Act 2005 applies equally to all citizens, including government employees seeking personal service records. The statutory rules provide fee waivers exclusively to Below Poverty Line applicants under Section 7(5). Public servants requesting certified copies of administrative documents must pay the standard prescribed copying fees.

93. (B) I, III and IV only
Section 8 exempts military troop movements under national security (8(1)(a)), private medical records under personal privacy (8(1)(j)), and nuclear reactor architectural blueprints under national defense and strategic security. Routine administrative expenditure, such as chalk purchases in schools, involves public funds and enjoys no statutory exemption from disclosure.

94. (C) Yes, as monthly employee remuneration is a mandatory proactive disclosure under Section 4(1)(b)
Section 4(1)(b)(x) of the Right to Information Act 2005 mandates every public authority to publish the monthly remuneration received by each officer and employee. Since employee designations and salary structures are required statutory disclosures, providing confirmation of employment and official monthly remuneration does not violate personal privacy regulations.

95. (B) The appellant can escalate the matter by filing a Second Appeal with the Information Commission
If the First Appellate Authority fails to decide an appeal within the statutory time limit of thirty to forty-five days, the administrative appeal process is exhausted. The aggrieved applicant is entitled to escalate the matter by filing a Second Appeal under Section 19(3) before the Central or State Information Commission.

96. (D) No PIO has been appointed, or the PIO refused to accept the RTI application
Section 18(1) of the Right to Information Act 2005 allows a citizen to submit a direct complaint to the Information Commission if no Public Information Officer has been designated, or if an officer refuses to accept an application, fee, or appeal, bypassing the standard appellate channels due to structural non-compliance.

97. (A) Both A and R are true and R is the correct explanation of A
Section 22 gives the Right to Information Act 2005 overriding effect over any other law or instrument containing inconsistent disclosure provisions. If provisions in the Delhi School Education Act 1973 restrict access to records inconsistently with the RTI Act, Section 22 ensures the RTI Act prevails to grant access.

98. (C) The proactive disclosure manual, including budgets, staff directories, and subsidy execution details
Section 4(1)(b) requires public authorities to update their proactive disclosure manuals every year. This annual update includes organizational directories, employee remuneration, budget allocations, program expenditures, and details of subsidies or concessions, ensuring that publicly available administrative information remains current, accurate, and accessible to citizens.

99. (A) No, structural safety of a school concerns public interest and safety, not state security under 8(1)(a)
Section 8(1)(a) exempts information affecting national sovereignty, state security, strategic defense, or foreign relations. Structural safety audit reports of educational institutions directly

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61. (A) Both A and R are true and R is the correct explanation of A
Section 4 aims to minimize individual RTI applications by ensuring public authorities publish vital operational information proactively. Displaying scheme details, beneficiary counts, and daily menus of public programs like PM POSHAN on notice boards directly fulfills this mandate, enabling citizens to access routine public service information effortlessly.

62. (C) Yes, Section 22 gives the RTI Act overriding effect over inconsistent provisions in other laws
Section 22 of the Right to Information Act 2005 contains a non-obstante clause. It explicitly provides that the provisions of the Act shall have effect notwithstanding anything inconsistent therewith contained in the Official Secrets Act 1923, or any other law for the time being in force or instrument having effect.

63. (B) Section 23
Section 23 of the Right to Information Act 2005 explicitly bars lower courts from entertaining any suit, application, or other proceeding in respect of any order made under the Act. It mandates that no order passed under the RTI regime shall be questioned except through appeals prescribed under the Act itself.

64. (D) No, Section 21 of the RTI Act grants protection for action taken in good faith
Section 21 of the Right to Information Act 2005 provides statutory indemnity to officers. It states that no suit, prosecution, or other legal proceeding shall lie against any person for anything which is done, or intended to be done, in good faith under the Act or rules made thereunder.

65. (A) Evaluated answer scripts are information and examinees have the right to inspect them under the RTI Act
In CBSE v. Aditya Bandopadhyay (2011), the Supreme Court affirmed that evaluated answer scripts constitute information under Section 2(f). The Court held that examinees have a fundamental right to inspect their evaluated answer scripts or seek certified copies under the RTI Act, subject to reasonable procedural rules and administrative conditions.

66. (C) Disciplinary details of an employee are personal information exempt under Section 8(1)(j) unless public interest is shown
In Girish Ramchandra Deshpande v. Central Information Commissioner, the Supreme Court ruled that service records, disciplinary proceedings, and performance details of public servants constitute personal information under Section 8(1)(j). Such details are exempt from disclosure to third parties unless a larger, demonstrable public interest justifies revealing them.

67. (B) II and III only
School Management Committees in government and aided schools perform statutory functions mandated under the Right to Education Act 2009. Because they manage public funds and institutional functions, their proceedings, meeting minutes, and financial audit reports are public records accessible by citizens through RTI applications filed with the public authority.

68. (B) Both A and R are true but R is not the correct explanation of A
Citizens can request classroom CCTV footage as recorded public material held by an educational public authority. However, Public Information Officers must evaluate privacy and safety implications under Section 8(1)(j) or 8(1)(g) to prevent unwarranted disclosure of sensitive visual data concerning minors or staff before granting access.

69. (B) It can be denied if intermediate disclosure compromises the integrity and confidentiality of evaluation
Following the Supreme Court ruling in UPSC v. Angesh Kumar, raw marks, scaling formulas, and intermediate evaluation records requested prior to process completion can be withheld. Disclosing tentative or intermediate evaluation data during an ongoing selection process risks compromising the integrity, fairness, and confidentiality of the public examination system.

70. (C) Be detrimental to the safety or preservation of the record in question
Section 7(9) of the Right to Information Act 2005 lays down that information must normally be supplied in the specific format requested by the applicant. Rejection of the requested form is permissible only if it would disproportionately

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divert administrative resources or cause physical damage or safety threats to delicate records.

71. (D) The decision reasons, person's name and designation giving it, and calculated fee details
Section 10(2) specifies that when an application is granted in severed form, the Public Information Officer must inform the applicant that only part of the record is supplied, state the underlying reasons, identify the decision-maker by name and designation, and explain fee calculations and appellate rights against severance.

72. (A) I, II and III only
Under Section 12, the Central Information Commission comprises the Chief Information Commissioner and up to ten Commissioners, appointed by the President on the recommendation of a committee consisting of the Prime Minister, Leader of Opposition in Lok Sabha, and a Cabinet Minister. The Chief Justice of India is not part of this committee.

73. (B) No, government-aided private schools are public authorities as they are substantially financed
Educational institutions receiving substantial financial aid or grant-in-aid from the government meet the criteria for public authorities under Section 2(h). Consequently, government-aided private schools must comply with the Right to Information Act, and their Public Information Officers are legally bound to process and answer incoming RTI applications regarding seat allocations.

74. (B) File notings are disclosable public records unless exempt under a specific clause of Section 8
Judicial decisions and Information Commission rulings confirm that file notings form an integral part of government records under Section 2(f). File notings generated during administrative decision-making processes must be disclosed upon request unless specific exemptions listed under Section 8(1) of the RTI Act directly apply to withhold them.

75. (D) A is false but R is true
Section 5(1) requires public authorities to designate as many Public Information Officers as necessary in administrative units or offices to facilitate access to information. It does not mandate appointing a Public Information Officer at every single desk or administrative section, ensuring realistic organizational structuring while maintaining statutory compliance.

76. (C) Advise the applicant to submit the fee properly, as the 30-day clock starts upon receiving the prescribed fee
An application accompanied by an invalid fee payment instrument is procedurally incomplete under statutory fee rules. The Public Information Officer should inform the applicant to correct the payment defect. The statutory thirty-day time period for supplying information begins only when the validly prescribed fee instrument is received by the authority.

77. (D) The third party has the right to appeal against the PIO's decision under Section 19
Under Section 11(2) read with Section 19(1) / 19(3) of the Right to Information Act 2005, if a Public Information Officer decides to disclose third-party information despite a formal representation, the third party has the statutory right to file an appeal against that decision before the First Appellate Authority or Information Commission.

78. (C) Supply relevant recorded documents and circulars containing the rationale, without creating new explanations
Public Information Officers are not obligated to compose fresh written justifications, analyze policy motivations, or answer subjective "why" queries. The officer fulfills statutory duties under the RTI Act by locating and providing existing, held official documents, cabinet notes, or circulars that contain the documented reasons for administrative decisions.

79. (B) I, II and III only
Under Section 19(8) and Section 20, the Information Commission possesses statutory powers to award compensation to complainants for losses suffered, impose monetary penalties on Public Information Officers, and reject non-meritorious appeals. However, Information Commissions do not possess criminal jurisdiction or statutory authority to sentence public officers to civil imprisonment.

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80. (D) Provide the information in Braille or accessible format without extra charge for conversion, if practical
Section 7(4) requires public authorities to provide assistance to sensorily disabled applicants. Under inclusive principles and fee rules, Public Information Officers should endeavor to provide information in accessible formats, such as electronic text or Braille, without imposing unfair financial burdens or conversion fees on visually impaired citizens requesting access.

81. (A) To provide information proactively in the public domain so citizens need minimum resort to the RTI Act
Suo-motu disclosure under Section 4 of the Right to Information Act 2005 aims to proactively place comprehensive administrative information in the public domain. Disclosing routine organizational details, policies, and decisions publicly reduces the necessity for citizens to file individual RTI applications to access basic official government information.

82. (C) The Central Information Commission
Section 25(1) of the Right to Information Act 2005 mandates that the Central Information Commission shall prepare an annual report on the implementation of the provisions of the Act across public authorities. This report is submitted annually to the Central Government and subsequently laid before both Houses of Parliament.

83. (A) Section 8(1)(h) – Information which would impede investigation, apprehension, or prosecution of offenders
Section 8(1)(h) exempts information that would impede the process of investigation, apprehension, or prosecution of offenders. When a case under the POCSO Act is undergoing active police or departmental investigation, releasing internal case details prematurely could compromise evidentiary integrity, justifying denial of information under this specific provision.

84. (D) Third-party evaluated answer sheets are held in a fiduciary capacity by the examining body and are exempt from disclosure
In CBSE v. Aditya Bandopadhyay, the Supreme Court clarified that while candidates can access their own evaluated answer scripts, answer sheets of other candidates are held by the examination authority in a fiduciary capacity. Releasing a candidate's answer script to a third party is exempt under Section 8(1)(e).

85. (A) Both A and R are true and R is the correct explanation of A
Section 3 of the Right to Information Act 2005 states that all citizens shall have the right to information. This statutory right is available to any Indian citizen regardless of their domicile or state of residence, enabling citizens to request information from any public authority functioning across the country.

86. (C) Section 1
Section 1 of the Right to Information Act 2005 sets out the short title, extent, and commencement of the legislation. Following legislative amendments and constitutional reorganizations, the RTI Act 2005 applies to the whole territory of India, establishing a unified national framework for transparency in public administration.

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87. (B) II and III only
Under Section 8(1)(i), Cabinet papers are exempt while decisions are pending. However, once a decision has been taken and the matter is complete, the decisions, reasons, and background material used for those decisions must be made public, subject to other statutory exemptions contained under the Right to Information Act.

88. (A) Inform the applicant that postage stamps are not a prescribed payment mode and request payment in a valid mode
Postage stamps do not constitute a legally prescribed payment mode for RTI fees under the governing rules. Upon receiving an application with postage stamps, the Public Information Officer should inform the applicant of the invalid fee format and request resubmission using valid modes such as Postal Orders, Cash, or Demand Drafts.

89. (B) No, as it is not government owned, controlled, or substantially financed, making it non-public authority
Private non-governmental organizations operating without government ownership, administrative control, or substantial financial assistance do not meet the definition of a public authority under Section 2(h). Consequently, such institutions are not directly subject to the RTI Act, regardless of whether they hold formal

cassettes, or through printouts, from any public authority maintaining such records.

10. (B) It must be substantially financed by funds provided directly or indirectly by the appropriate Government
Section 2(h)(d)(ii) of the Right to Information Act 2005 establishes that a non-governmental organization is classified as a public authority if it is substantially financed, directly or indirectly, by funds provided by the appropriate Government. Substantial financial support brings the management and operations of such organizations within the purview of the statutory disclosure regime.

11. (A) I, II and IV only
Section 2(h) defines a public authority as any authority, body, or institution of self-government established by the Constitution, parliamentary or state laws, or executive notifications. It extends to entities owned, controlled, or substantially financed by the government. Private unaided entities receiving no government grant or funding do not meet these statutory requirements for public authority status.

12. (A) Both A and R are true and R is the correct explanation of A
Private unaided schools are not directly public authorities under Section 2(h), but information about them accessible by a public regulator under existing laws is disclosable under Section 2(f). Since the Delhi School Education Act 1973 empowers the Directorate of Education to collect official records from private schools, citizens can access these records through the Directorate.

13. (D) The Public Authority itself
Section 5(1) of the Right to Information Act 2005 mandates that every public authority must designate Central or State Public Information Officers within 100 days of the enactment of the law. The responsibility to designate these officers across administrative offices and sub-divisions rests directly on the respective public authority, ensuring smooth processing of incoming applications.

14. (C) The Vice-Principal, who becomes a "deemed PIO" for this specific request
Section 5(4) allows a Public Information Officer to seek the assistance of any other officer for the proper discharge of duties. Section 5(5) explicitly states that any officer whose assistance is sought shall be treated as a deemed Public Information Officer and held legally responsible for any delay, default, or contravention of statutory provisions.

15. (B) Deal with requests seeking information and render reasonable assistance to applicants
Section 5(3) of the Right to Information Act 2005 mandates Public Information Officers to deal with requests from persons seeking information and render reasonable assistance to applicants. The primary duty of the officer is to facilitate access to official records in a timely manner while ensuring compliance with procedural rules established under the governing legislation.

16. (D) Provide assistance to enable access to the information, including for inspection
Under Section 7(4) of the Right to Information Act 2005, if a request for information is made by a sensorily disabled person, the Public Information Officer is legally obligated to provide appropriate assistance. This duty includes enabling reasonable access to the relevant records or information, including facilitating physical inspection of documents when necessary.

17. (A) To receive applications or appeals and forward them to the PIO or Appellate Authority
Section 5(2) mandates public authorities to designate Assistant Public Information Officers at sub-divisional or sub-district levels. Their sole statutory duty is to receive applications for information, first appeals, or second appeals and forward them immediately to the designated Public Information Officer or Appellate Authority without evaluating or adjudicating the request themselves.

18. (C) Five days shall be added to the standard time limit
According to the proviso to Section 5(2) of the Right to Information Act 2005, where an application for information or an appeal is submitted to an Assistant Public Information Officer, a period of five days shall be added to the standard statutory response period in computing the total allowable time limit for decision.

19. (D) A is false but R is true
An Assistant Public Information Officer acts solely as a forwarding conduit for applications and appeals under Section 5(2). Penalties under Section 20 apply to designated or deemed Public

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affect public safety and child welfare. Denying such reports under national security exemptions is improper, as public interest overwhelmingly favors safety transparency in public buildings.

100. (D) Shall be provided subject only to exemptions relating to sovereignty, security, and Parliament privilege

Section 8(3) provides that information relating to events or matters occurring twenty years before an RTI request must be provided, notwithstanding general exemptions. Historical records older than twenty years can only be withheld under specific exemptions in Section 8(1) concerning state security, strategic interests, sovereignty, or breach of parliamentary privilege.

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workers or part thereof
(B) One first-aid box for every 150 contract workers or part thereof
(C) One first-aid box for every 500 contract workers or part thereof
(D) One first-aid box per establishment, regardless of the total worker count

60. Who must be in charge of the first-aid box provided for contract labour during working hours?
(A) The Principal Employer personally in their official administrative office
(B) A responsible person who shall always be readily available during the working hours
(C) Any random contract worker who is willing to voluntarily handle the equipment
(D) A qualified registered medical practitioner (MBBS doctor) who must be permanently stationed at the box

61. If an establishment is located in a municipal area, the standards for latrines and urinals for contract labour must conform to the requirements of:
(A) The local public health authority
(B) The World Health Organization
(C) The Central Public Works Department
(D) The National Building Code exclusively

62. A school Principal notices that the housekeeping agency has not provided a first-aid box for the 25 contract sweepers working on the premises. Despite written notices, the agency ignores the requirement. What is the immediate administrative action the Principal must take to ensure statutory compliance?
(A) Issue an order to terminate the agency's service contract immediately without any prior notice period
(B) File a formal written complaint with the local police station charging the agency with criminal trespass
(C) Procure and provide the first-aid box directly and deduct the cost from the agency's upcoming bill
(D) Instruct all 25 contract sweepers to suspend work duties until the contractor agency fully complies

63. Under Section 21 of the Contract Labour Act, who bears the primary responsibility for the payment of wages to each worker employed as contract labour?
(A) The Principal Employer
(B) The Labour Inspector
(C) The Bank where the worker holds an account
(D) The Contractor

64. What specific obligation does the Principal Employer have regarding the disbursement of wages to contract labour?
(A) The Principal Employer must pay statutory wages directly into the personal bank accounts of all contract workers deployed across the establishment site.
(B) The Principal Employer has no role or liability, as wage determination and payment are strictly private matters between contractor and worker.
(C) The Principal Employer must nominate a representative duly authorized by him to be present at the time of disbursement of wages by the contractor.
(D) The Principal Employer must calculate and deduct income tax and professional tax before the contractor is permitted to disburse wages.

65. What duty is placed upon the representative nominated by the Principal Employer during the wage disbursement process?
(A) To physically count and hand over the cash currency directly to each individual contract worker
(B) To certify the amounts paid as wages in the wage register maintained by the contractor
(C) To formally negotiate wage hikes and overtime rates directly with the contract labourers
(D) To collect monthly trade union subscription dues directly from the contract workers

66. If a contractor fails to pay wages to the contract labour before the expiry of the prescribed period, or makes short payment, what is the statutory duty of the Principal Employer?
(A) To immediately cancel the contractor's operating license and blacklist the firm
(B) To formally advise the contract workers to file an unpaid wage claim in the Labour Court
(C) To issue an administrative order freezing all operational bank accounts of the contractor
(D) To pay the unpaid wages or the shortfall in full to the contract labour

67. After a Principal Employer steps in to pay unpaid wages due to a contractor's default, how

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employed on any day of the preceding twelve months as contract labour?
(A) 10 or more
(B) 20 or more
(C) 50 or more
(D) 100 or more

8. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Contract Labour (Regulation and Abolition) Act, 1970, is not applicable to establishments where work performed is of an intermittent or casual nature.
Reason (R): The appropriate Government has the discretionary power to declare a work as intermittent if it is performed for less than 120 days in the preceding twelve months.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

9. For an establishment located in the National Capital Territory of Delhi, which authority is deemed the "Appropriate Government" under the Contract Labour Act, 1970?
(A) Ministry of Labour and Employment, Government of India
(B) Lieutenant Governor of Delhi exclusively
(C) Municipal Corporation of Delhi
(D) Government of NCT of Delhi

10. According to the Act, work performed in an establishment shall not be deemed to be of an intermittent nature if it is of a seasonal character and is performed for more than how many days in a year?
(A) 30 days
(B) 60 days
(C) 90 days
(D) 120 days

11. Which of the following entities is explicitly excluded from the definition of an "establishment" under the Contract Labour Act, 1970?
(A) A department, office, or administrative unit of the Central or State Government
(B) A local authority, municipal corporation, or district statutory board
(C) A place where any industry, trade, business, manufacture, or occupation is carried on
(D) None of the above, as all statutory entities are covered under the Act

12. A Government school in Delhi employs 15 regular staff members, 5 guest teachers, and outsources its housekeeping services. The housekeeping agency deploys 8 sweepers in the school. Additionally, the school outsources security, and the security agency deploys 6 guards. Has the school crossed the threshold for the applicability of the Contract Labour Act, 1970?
(A) Yes, because the total number of all individuals working in the school premises (combining regular staff, guest teachers, and outsourced workers) exceeds 20.
(B) No, because the total number of contract labour deployed in the establishment is only 14, which is below the threshold of 20.
(C) Yes, because the total number of contract labour (housekeeping + security) is 14, and the statutory threshold in Delhi was reduced to 10.
(D) No, because all educational institutions and schools are completely exempted from the application of the Contract Labour Act, 1970.

13. If an establishment employs 18 contract labourers for 11 months, but for a 3-day cultural festival it engages an additional 5 contract labourers through a contractor, what is the status of the establishment under the Act?
(A) It becomes liable for registration as it employed 20 or more contract labourers on a single day in the preceding 12 months.
(B) It remains exempt from registration as the statutory 20-worker threshold must be continuously maintained for at least 30 consecutive days.
(C) It is exempt because temporary labourers hired specifically for cultural or seasonal festivals are classified as casual workers and excluded.
(D) It becomes liable for registration only if the designated contractor explicitly agrees in writing to bear the full registration fee.

14. How does the Contract Labour (Regulation and Abolition) Act, 1970, define a "workman" deemed to be employed as contract labour in an establishment?
(A) A person recruited directly by the principal employer on a fixed-term employment contract to perform specified administrative

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44. The composition of the Advisory Boards under the Contract Labour Act strictly ensures representation of which groups?
(A) Only Government officials and Employers
(B) Government, Principal Employers, Contractors, and Workmen
(C) Only recognized Trade Unions and non-governmental social organizations
(D) Members of Parliament and Legislative Assemblies exclusively

45. Consider the following statements about the State Advisory Board:
I. The number of members representing workmen shall not be less than the number of members representing the principal employers and contractors.
II. The State Advisory Board has the final authority to pass binding orders prohibiting contract labour in any establishment.
III. The Board is constituted by the appropriate State Government.
Which of the statements given above is/are correct?
(A) I and III only
(B) II only
(C) I, II and III
(D) III only

46. Before issuing a notification to prohibit the employment of contract labour in any process, operation, or other work in an establishment under Section 10, the appropriate Government is legally bound to consult:
(A) The Supreme Court of India or the High Court of the concerned State
(B) The International Labour Organization (ILO) governing council
(C) The Central or State Advisory Board, as the case may be
(D) The local municipal corporation or urban local administrative body

47. Who among the following is an ex-officio member of the Central Advisory Contract Labour Board?
(A) The Chief Secretary of the Government of NCT of Delhi
(B) The Director General of the International Labour Organization
(C) The Secretary of the Ministry of Finance, Government of India
(D) The Chief Labour Commissioner (Central)

48. The term of office of a non-official member of the Central Advisory Board is generally:
(A) 1 year
(B) 2 years
(C) 3 years
(D) 5 years

49. According to Section 16 of the Act, an appropriate Government may make rules requiring the contractor to provide and maintain one or more canteens. This requirement applies if the establishment employs contract labour numbering at least:
(A) 20
(B) 50
(C) 100
(D) 250

50. Section 17 of the Contract Labour Act mandates the provision of rest rooms for contract labour. This provision is mandatory if the contract labour is required to halt at night in connection with the work, and the employment is likely to continue for:
(A) 7 days or more
(B) 15 days or more
(C) 30 days or more
(D) 3 months or more

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51. Consider the following welfare measures and their statutory thresholds for contract labour:
I. Canteens - 100 or more contract labour
II. First-aid box - Readily accessible during working hours
III. Rest rooms - Where contract labour halts at night for work likely to continue for 3 months or more
IV. Creches - Mandatory for all establishments employing any number of female contract workers under this specific Act
Which of the combinations given above reflects the correct provisions explicitly mandated by the Contract Labour Act, 1970 and its Central Rules?
(A) I, II and III
(B) I, III and IV
(C) II, III and IV
(D) I, II, III and IV

52. If a contractor fails to provide a canteen, rest rooms, or drinking water facilities within the time prescribed, who bears the statutory liability to provide these amenities?
(A) The local municipal authority

the sub-contractor and the principal employer.
(B) No, they are considered direct employees of the sub-contractor.
(C) Yes, the definition of "contractor" includes a sub-contractor.
(D) Yes, but only if the sub-contractor is independently registered under the Companies Act.

21. According to Section 2(1)(g) of the Contract Labour Act, who is considered the "Principal Employer" in relation to a Government office or department?
(A) The Head of the Office or Department, or such other officer as the Government may specify
(B) The Cabinet Minister or Minister of State holding official administrative charge of the Department
(C) The Senior Principal Secretary or Finance Secretary handling annual budgetary disbursements
(D) The Chief Secretary of the State or Union Territory exercising supreme executive supervision

22. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Principal of a Government school in Delhi is generally designated as the Principal Employer for the purpose of the Contract Labour Act regarding outsourced security guards deployed at the school.
Reason (R): The Principal is the Head of the Office at the school level where the contract labour is employed.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

23. The definition of a "Contractor" under the Act expressly excludes a person who:
(A) Undertakes to produce a given result for the establishment through contract labour
(B) Merely supplies goods or articles of manufacture to such establishment
(C) Supplies contract labour for any work of the establishment
(D) Acts as a sub-contractor

24. In a factory or a mine, who is designated as the Principal Employer?
(A) The highest-paid employee
(B) The Labour Welfare Officer
(C) The Owner or Occupier of the factory/mine
(D) The Contractor providing the maximum number of labourers

25. Consider the following statements regarding the roles of Principal Employer and Contractor:
I. The Principal Employer is ultimately responsible for providing prescribed welfare facilities if the contractor fails to do so.
II. A Contractor includes a person who supplies goods to the establishment.
III. The Principal Employer must nominate a representative to be present during the disbursement of wages by the contractor.
IV. The Contractor must issue employment cards to every contract worker.
Which of the above statements are correct?
(A) I, II and III
(B) I, III and IV
(C) II, III and IV
(D) I, II, III and IV

26. Which legal doctrine is often invoked when determining whether a person is a contractor or a mere agent of the principal employer?
(A) Test of Control and Supervision
(B) Doctrine of Laches and Unreasonable Delay
(C) Doctrine of Piercing the Corporate Veil
(D) Doctrine of Caveat Emptor in Commercial Sales

27. If a manpower supply agency provides housekeeping staff to the Directorate of Education, the manpower supply agency holds the legal status of:
(A) Principal Employer
(B) Contractor
(C) Agent of the Government
(D) Intermediary employer without liabilities

28. Under Section 7 of the Contract Labour Act, every principal employer of an establishment to which the Act applies must make an application for registration. Within what time frame must this be done?
(A) Within 30 days of the commencement of the Act or the date the Act becomes applicable to the establishment
(B) Within 60 days of the commencement of the Act or the date the Act becomes applicable

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(C) Within 90 days of employing the first contract worker
(D) Before the end of the financial year in which the threshold is crossed

29. What document is issued to the Principal Employer by the registering officer upon successful registration of the establishment?
(A) Certificate of Registration
(B) Certificate of Incorporation
(C) Letter of Intent
(D) No Objection Certificate

30. Under what circumstances can the registration of an establishment be revoked by the registering officer under Section 8 of the Act?
(A) If the principal employer formally requests registration cancellation without providing specific administrative justification
(B) If the business establishment earns net annual profits exceeding the statutory maximum threshold limit
(C) If the registration has been obtained by misrepresentation or suppression of any material fact
(D) If the contractor formally demands increased minimum wage rates for the deployed workers

31. The Principal of a Government school newly upgraded to a School of Excellence receives 25 housekeeping staff through an outsourced agency in July. The Principal assumes that since the agency is licensed, the school does not need to do anything. As per the Contract Labour Act, what is the legal position?
(A) The Principal is correct; obtaining a valid operational license by the contractor fully absolves the principal employer from independent registration obligations.
(B) The Principal is incorrect; the school must obtain a separate contractor's license for itself before accepting any outsourced workers.
(C) The Principal is correct; all Government schools and educational institutions are automatically deemed registered under the Directorate.
(D) The Principal is incorrect; the school as an establishment must apply for a Certificate of Registration as the number of contract workers is 20 or more.

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32. According to Section 9 of the Contract Labour Act, what is the consequence if a principal employer fails to register their establishment?
(A) The principal employer must pay double the wages to the workers.
(B) The contractor's license gets automatically cancelled.
(C) The establishment shall not employ contract labour in the establishment.
(D) The workers are deemed to be direct permanent employees of the establishment.

33. When applying for registration of an establishment, what fee is required to be paid by the Principal Employer?
(A) A fixed flat administrative fee of Rs. 10,000 regardless of the total number of workers employed
(B) A fee that varies depending on the maximum number of contract labour proposed to be employed
(C) No registration fee or charge is levied for any public sector or Government establishments
(D) A uniform fee equivalent to exactly one full day's statutory wage of all contract workers

34. If there is any change in the particulars specified in the certificate of registration, within how many days must the principal employer intimate the registering officer?
(A) 7 days
(B) 15 days
(C) 30 days
(D) 60 days

35. Section 12 of the Contract Labour Act mandates that no contractor to whom the Act applies shall undertake or execute any work through contract labour except under and in accordance with:
(A) A license issued by the licensing officer
(B) A No-Objection Certificate from the Trade Union
(C) A written permission from the Principal Employer alone
(D) An affidavit sworn before a Magistrate

36. Which of the following conditions is typically NOT included in the license granted to a contractor?
(A) Fixation of daily working hours and rest periods for the contract labour
(B) Fixation of wage rates which shall not be less than the statutory minimum wages
(C) A guarantee of permanent absorption of the

contract labour by the principal employer after one year
(D) Provision of essential welfare amenities including canteens, rest rooms, drinking water, and first-aid

37. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A contractor's license can be suspended or revoked by the licensing officer.
Reason (R): The licensing officer has the authority to revoke a license if the contractor fails to comply with the conditions of the license or contravenes any provisions of the Act.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

38. Before revoking or suspending a contractor's license under Section 14 of the Act, what procedural requirement must the licensing officer fulfill?
(A) Obtain the explicit prior written consent of the Principal Employer concerned
(B) Publish a formal public notice in at least two leading local daily newspapers
(C) Formally consult and receive approval from the State Advisory Board
(D) Give the contractor a reasonable opportunity of showing cause

39. Generally, a license issued to a contractor under the Contract Labour (Regulation and Abolition) Central Rules is valid for what period, after which it must be renewed?
(A) 6 months
(B) 12 months
(C) 3 years
(D) 5 years

40. A Principal of a school engages a contractor to repair the school boundary wall. The contractor deploys 30 workers but does not possess a valid license under the Contract Labour Act. What is the immediate legal risk for the Principal Employer (the school)?
(A) The Principal Employer becomes immediately liable under labour law regulations to pay an additional mandatory statutory bonus of 50% to all contract workers deployed at the site.
(B) The contract workers must be immediately absorbed as regular permanent Group D staff members of the school establishment.
(C) Employment of contract labour through an unlicensed contractor may lead to prosecution of both the contractor and the Principal Employer for contravention of the Act.
(D) There is no administrative or legal risk to the Principal Employer as obtaining an operating license is strictly the contractor's sole obligation.

41. If a contractor feels aggrieved by an order of the licensing officer refusing to grant or renew a license, to whom can the contractor appeal?
(A) The Principal Employer exercising administrative supervision over the establishment contract
(B) The Labour Court or Industrial Tribunal having territorial jurisdiction over the area
(C) The High Court of the State having territorial jurisdiction through a writ petition
(D) The Appellate Officer appointed by the appropriate Government

42. Under Section 3 of the Contract Labour Act, the Central Government constitutes a Central Advisory Contract Labour Board. Who acts as the Chairman of this Board?
(A) A person appointed by the Central Government
(B) The Prime Minister of India acting in an ex-officio capacity
(C) The Union Minister for Labour and Employment
(D) The Chief Labour Commissioner (Central) acting as ex-officio head

43. What is the primary function of the State Advisory Contract Labour Board?
(A) To formally issue, renew, suspend, or cancel operational licenses to individual manpower contractors operating across the State
(B) To advise the State Government on such matters arising out of the administration of the Act as may be referred to it
(C) To directly disburse monthly wages and statutory allowances to contract labourers across registered establishments
(D) To independently prosecute principal employers and contractors who fail to comply with statutory registration requirements

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CHAPTER 11

Contract Labour (Regulation and Abolition) Act, 1970

1. Which of the following best describes the primary objective of the Contract Labour (Regulation and Abolition) Act, 1970?
(A) To absorb all contract labour into regular employment immediately
(B) To regulate the employment of contract labour in certain establishments and to provide for its abolition in certain circumstances
(C) To prohibit the employment of contract labour in all establishments across the country
(D) To transfer the administrative control of contract labourers directly to the State Governments

2. Under the historical context of labour reforms in India, the recommendations of which of the following commissions highlighted the disadvantages of the contract labour system and ultimately paved the way for legislative action?
(A) Kothari Commission
(B) Second National Commission on Labour
(C) Mudaliar Commission
(D) Royal Commission on Labour (Whitley Commission)

3. Regarding the fundamental purpose of the Contract Labour Act, 1970, which of the following statements is legally accurate based on Supreme Court interpretations?
(A) The Act aims to prevent the exploitation of contract labour but does not guarantee automatic absorption upon abolition.
(B) The Act mandates the automatic absorption of contract workers by the principal employer upon the abolition of contract labour.
(C) The Act focuses exclusively on wage regulation, leaving welfare measures to the Minimum Wages Act.
(D) The Act seeks to replace all permanent staff with regulated contract workers to optimize government expenditure.

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4. The Contract Labour (Regulation and Abolition) Act, 1970, does not aim to abolish contract labour in which of the following scenarios?
(A) Where the work is of a perennial nature
(B) Where the work is incidental and necessary for the industry
(C) Where the work fluctuates seasonally and is intermittent in nature
(D) Where the work is sufficient to employ a considerable number of whole-time workmen

5. In the context of the objectives of the Contract Labour Act, what is the dual approach adopted by the legislation?
(A) Regulation of working conditions and abolition in core activities
(B) Complete eradication of contract system and strict criminal punishment
(C) Centralization of hiring processes and decentralization of wage payments
(D) Privatization of welfare obligations and nationalization of contract labour

6. The Contract Labour (Regulation and Abolition) Act, 1970, is a piece of concurrent legislation. Which Entry of the Concurrent List (List III) of the Seventh Schedule of the Constitution of India gives the Parliament the power to enact this law?
(A) Entry 22: Trade unions; industrial and commercial labour disputes across various industrial establishments
(B) Entry 23: Social security and social insurance; employment and general unemployment relief
(C) Entry 11: Education, including technical education, medical education and universities
(D) Entry 24: Welfare of labour including conditions of work, provident funds, employers' liability

7. The Contract Labour (Regulation and Abolition) Act, 1970, applies to any establishment wherein how many workmen are employed or were

(B) The State Labour Commissioner
(C) The Principal Employer
(D) The Trade Union representing the workers

53. When a Principal Employer incurs expenses in providing welfare amenities due to the contractor's failure, how can the Principal Employer recover these costs under Section 20?
(A) By deducting the expenses from any amount payable to the contractor or recovering it as a debt
(B) By filing a formal civil recovery suit in court, which typically takes several years to reach final adjudication
(C) By proportionally reducing the future monthly wage payments disbursed to the contract labour force
(D) The expenses cannot be legally recovered from the contractor as non-compliance penalties fall solely on the Principal Employer

54. The rules framed under the Act require the contractor to provide washing facilities for contract labour. Which of the following is a key stipulation for these facilities?
(A) Washing facilities must be fully air-conditioned and fitted with automatic drying equipment
(B) Facilities must guarantee a continuous hot water supply throughout all seasons of the calendar year
(C) Washing facilities are statutorily required only if the contractual work involves direct handling of toxic chemicals
(D) Separate and adequately screened facilities shall be provided for the use of male and female workers.

55. For calculating the price of foodstuffs served in the canteen mandated under the Act, which of the following costs must NOT be taken into account (must be borne by the employer/ contractor)?
(A) Cost of food grains, edible oils, spices, and other raw food ingredients
(B) Rent for the land and building, and depreciation of building and equipment
(C) Cost of fresh vegetables, meat, dairy products, and daily groceries
(D) Cost of electricity, gas, and fuel utilized for cooking and food preparation

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56. Section 18 of the Contract Labour Act requires the provision of sufficient supply of wholesome drinking water for contract labour. At what locations must this water be provided?
(A) Exclusively inside the main dining area of the worker canteen facility
(B) At the off-site residential quarters and housing colonies provided for the workers
(C) At convenient places situated within the premises where the work is being carried out
(D) At a designated location situated outside the main entrance gate of the establishment

57. Regarding the provision of latrines and urinals for contract labour, which of the following requirements is explicitly stated in the legal framework?
(A) Sanitation facilities must be provided only if the contract workers formally demand them in a joint written petition to management
(B) Latrines and urinals must be provided at a strict fixed ratio of at least 1 toilet facility for every 100 workers employed
(C) Portable chemical toilet units are strictly prohibited from being deployed under all circumstances on work sites
(D) Separate latrines and urinals must be provided for men and women, and they must be accessible during working hours.

58. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Principal Employer can completely transfer all legal liability for the health and safety of contract workers to the contractor by inserting an indemnity clause in the service contract.
Reason (R): Under the Contract Labour Act, the Principal Employer is statutorily bound to ensure that certain basic health and welfare amenities are provided, and this statutory liability cannot be contracted away.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

59. As per the central rules, what is the required scale for providing first-aid boxes in an establishment employing contract labour?
(A) One first-aid box for every 50 contract

or operational duties in the establishment
(B) A regular permanent employee of the establishment who is temporarily reassigned or deputed to work under the direct supervision of an authorized contractor
(C) A person hired to do any work in connection with the work of an establishment by or through a contractor, with or without the knowledge of the principal employer
(D) An out-worker to whom raw materials are supplied by the principal establishment to be processed, cleaned, or finished at their own private home

15. Which of the following categories of employees is NOT excluded from the definition of "workman" under Section 2(1)(i) of the Contract Labour Act?
(A) A person employed mainly in a managerial or administrative capacity
(B) A person employed in a supervisory capacity drawing wages exceeding five hundred rupees per mensem
(C) An out-worker who cleans materials supplied by the principal employer at his own home
(D) A skilled manual labourer hired through a contractor to repair the school building

16. Consider the following statements regarding the definition of contract labour:
I. A worker is considered contract labour only if the principal employer has direct knowledge of their specific recruitment by the contractor.
II. Contract labour does not include persons employed directly by the principal employer.
III. The relationship between the principal employer and the contract labour is generally characterized as a direct master-servant relationship.
Which of the statements given above is/are correct?
(A) II only
(B) I and II only
(C) II and III only
(D) I, II and III

17. In the context of a Government Directorate, if a person is supplied by a contractor to work as a data entry operator, but the Directorate exercises complete disciplinary control, approves leaves, and dictates the exact method of work, courts may determine that the arrangement is a:
(A) Valid contract labour system legally recognized under the provisions of the Contract Labour Act, 1970
(B) Sham contract, making the operator a direct employee of the Directorate
(C) Cooperative learning model framed for skill enhancement and vocational training of public staff
(D) Statutory apprenticeship agreement governed under the Apprentices Act and administrative guidelines

18. What is the key distinction between a "direct worker" and a "contract worker" as per the legal framework?
(A) Direct workers are legally entitled to statutory minimum wages, whereas contract workers are governed strictly by privately negotiated daily allowances.
(B) Direct workers are fully entitled to form and join trade unions, whereas contract workers are legally restricted from union participation.
(C) Direct workers are paid wages on a fixed monthly schedule, whereas contract workers must always be remunerated on a piece-rate system.
(D) Direct workers have a privity of contract with the principal employer, while contract workers have privity of contract with the contractor.

19. An agency supplies computers and smart boards to a school and sends its technician once a month for routine maintenance. Is the technician considered "contract labour" of the school?
(A) No, because he is an employee of a supplier providing post-sale service, not labour supplied to execute the school's work.
(B) Yes, because he performs technical maintenance work physically present inside the educational institution premises.
(C) Yes, because the routine equipment maintenance is inherently incidental and necessary to the school's operational work.
(D) No, because he works for fewer than 120 days in a cumulative annual period across all client locations.

20. Under the Contract Labour Act, if a contractor engages sub-contractors to supply labour for an establishment, are the workers supplied by the sub-contractors considered contract labour of the principal establishment?
(A) No, because there is no direct link between

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does the Act protect the financial interest of the Principal Employer?
(A) The Principal Employer can recover the amount so paid from the contractor, either by deduction from any amount payable to the contractor or as a debt.
(B) The Principal Employer can claim a full income tax exemption and financial reimbursement from the Central Government tax department for default amounts paid.
(C) The appropriate Government reimburses the Principal Employer in full from a specially allocated statutory labour welfare fund.
(D) The Principal Employer can forcibly seize and auction the contractor's personal assets and office equipment without needing a court order.

68. The housekeeping contractor at a Directorate of Education office opts to pay wages to all 40 workers via direct bank transfer to ensure transparency, rather than in cash. What is the role of the Principal Employer's representative in this modern scenario?
(A) The representative's statutory oversight role is completely eliminated as electronic bank transfers require no legal or administrative certification.
(B) The representative must demand that wage payments be made partially in physical cash to strictly follow the literal text of the 1970 Act.
(C) The representative must verify the bank transfer statements/UTR numbers and certify the wage register accordingly to ensure compliance.
(D) The representative must officially act as a mandatory joint bank account signatory on the manpower supply contractor's corporate bank account.

69. The period of wage payment for contract labour, as fixed by the contractor, shall not exceed:
(A) One week
(B) Fifteen days
(C) One month
(D) Three months

70. Section 10 of the Contract Labour (Regulation and Abolition) Act deals with the prohibition of employment of contract labour. Who has the power to issue a notification prohibiting contract labour in a specific process or operation?
(A) The Principal Employer managing the specific establishment
(B) The Labour Court or Industrial Tribunal having local jurisdiction
(C) The recognized Trade Union representing establishment workers
(D) The appropriate Government (Central or State)

71. Before prohibiting contract labour in an establishment, the appropriate Government must have regard to the conditions of work and benefits provided to the contract labour. Which of the following is NOT a mandatory factor to be considered under Section 10(2)?
(A) Whether the process, operation, or work is incidental to, or necessary for the industry, trade, or business
(B) Whether the contractor is making an excessive profit
(C) Whether the work is of perennial nature
(D) Whether it is done ordinarily through regular workmen in that establishment or an establishment similar thereto

72. In the landmark judgment of Steel Authority of India Ltd. vs. National Union Waterfront Workers (2001), the Supreme Court clarified the effect of a prohibition notification under Section 10. What was the core ruling regarding the absorption of workers?
(A) Upon issuance of a prohibition notification, all contract workers automatically become direct permanent employees of the principal employer.
(B) Contract workers must be retrenched with full statutory severance pay disbursed immediately by the principal employer upon prohibition notification.
(C) Automatic absorption of contract workers does not follow as a statutory consequence of a Section 10 prohibition notification.
(D) The manpower contractor must continue paying full monthly wages to the contract workers indefinitely even after the contract is prohibited.

73. If an activity is declared as "perennial" in nature and sufficient to employ a considerable number of whole-time workmen, it is a strong ground for:
(A) Substantially increasing the manpower contractor's administrative commission percentage
(B) Completely exempting the commercial establishment from the application of all

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national labour laws
(C) Converting the business establishment into a worker-owned cooperative society framework
(D) Abolishing the contract labour system in that activity under Section 10

74. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A Principal of a school cannot unilaterally decide to abolish the contract labour system for housekeeping and hire them as regular permanent staff.
Reason (R): The power to prohibit contract labour in an establishment rests exclusively with the appropriate Government, not the Principal Employer, and government recruitment must follow established service rules and constitutional provisions.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

75. In the context of schools under the Directorate of Education, GNCTD, the employment of contract labour for sweeping and cleaning is generally permissible because:
(A) Sweeping and sanitation work in government educational schools is legally classified as an intermittent activity performed strictly once or twice per week.
(B) The appropriate Government has not issued a blanket prohibition under Section 10 against outsourced housekeeping in these specific establishments.
(C) Educational institutions and government public schools are granted absolute statutory sovereign immunity from the applicability of all national labour laws.
(D) The workers themselves prefer working under a contractor rather than direct government employment.

76. If a dispute arises as to whether a particular activity in an establishment is of a perennial nature, whose decision shall be final?
(A) The Principal Employer
(B) The appropriate Government
(C) The Contractor
(D) The High Court of that State

77. Every principal employer registered under the Act is required to maintain a register of contractors. What form is typically used for this purpose under the Central Rules?
(A) Form XII
(B) Form I
(C) Form B
(D) Form 16

78. Which of the following records is a contractor legally bound to maintain in respect of each registered establishment where he employs contract labour?
(A) Register of Directors and Major Equity Shareholders
(B) Daily Sales and Commercial Revenue Register
(C) Muster Roll and Register of Wages
(D) Official Minutes Book of Board of Management Meetings

79. A Labour Inspector visits a government school to check compliance under the Contract Labour Act regarding outsourced security guards. The Inspector demands to see the Register of Workmen Employed by Contractor. Who is statutorily responsible for maintaining and producing this specific register?
(A) The Head of School or Principal of the government school
(B) The Zonal Education Officer overseeing district administration
(C) The individual security guards deployed at the school site
(D) The Contractor who deployed the security guards

80. The contractor is required to issue which of the following documents to every contract worker on the first day of their employment?
(A) A character certificate
(B) A life insurance policy
(C) An Employment Card
(D) A blank signed cheque

81. Notices showing the rates of wages, hours of work, wage periods, and dates of payment must be displayed in the establishment. In which language(s) must these notices be displayed?
(A) Official English language exclusively across all work site notices regardless of worker literacy
(B) English and Hindi or the language understood by the majority of the workers

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(C) Hindi language exclusively across all establishment notice boards nationwide
(D) The native mother tongue language spoken by the manpower contractor exclusively

82. Consider the following statements regarding the maintenance of registers:
I. Registers must be kept at the premises of the establishment or at a specified place nearby.
II. Registers must be preserved in original for a period of three calendar years from the date of the last entry.
III. The Principal Employer does not need to maintain any records if the contractor is maintaining them.
Which of the statements given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

83. When contract labour is terminated, what document is the contractor required to issue to the workman?
(A) A Service Certificate
(B) A No Objection Certificate
(C) A Relieving Order from the Principal Employer
(D) A Gratuity Settlement Deed

84. Under Section 22 of the Act, if a person willfully obstructs an Inspector in the discharge of his duties, what is the maximum penalty that can be imposed?
(A) Imprisonment up to 1 month or fine up to Rs. 100 or both
(B) Imprisonment up to 3 months or fine up to Rs. 500 or both
(C) Imprisonment up to 6 months or fine up to Rs. 1000 or both
(D) Imprisonment up to 1 year and a mandatory fine of Rs. 5000

85. For contravention of any provision of the Contract Labour Act or rules for which no specific penalty is provided, the offender shall be punishable under Section 23 with:
(A) Imprisonment up to 3 months or fine up to Rs. 1000, or both
(B) A mandatory flat fine of Rs. 10,000 without any provision for imprisonment
(C) Immediate confiscation of all establishment property and operational assets
(D) Immediate and permanent cancellation of the entity's trade license

86. In the case of a continuing contravention of the Act after conviction, what is the additional daily fine that may be imposed?
(A) Rs. 10 per day
(B) Rs. 50 per day
(C) Rs. 100 per day
(D) Rs. 500 per day

87. If an offence under this Act is committed by a company, who shall be deemed to be guilty of the offence?
(A) Only the individual executive members serving on the corporate Board of Directors during the financial year in which the statutory violation occurred
(B) Every person who was in charge of, and was responsible to, the company for the conduct of its business at the time the offence was committed
(C) All individual institutional and retail shareholders holding voting equity shares in the registered commercial entity at the time of non-compliance
(D) The human resources manager exclusively

88. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): No court shall take cognizance of any offence under the Contract Labour Act unless a complaint is made by, or with the previous sanction in writing of, the Inspector.
Reason (R): This provision acts as a safeguard against frivolous or malicious litigation against employers and contractors by unauthorized persons.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

89. Which court has the jurisdiction to try offences punishable under the Contract Labour (Regulation and Abolition) Act, 1970?
(A) Any civil court or small causes tribunal having local territorial jurisdiction over the area
(B) The National Green Tribunal or State Environmental Impact Assessment Authority

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9. (D) Government of NCT of Delhi
Under Section 2(1)(a) of the Contract Labour (Regulation and Abolition) Act, 1970, the appropriate Government for establishments not belonging to central authorities, railways, major ports, mines, or banking companies is the respective State Government. In the National Capital Territory of Delhi, the Government of NCT of Delhi acts as the appropriate Government for local establishments.

10. (B) 60 days
According to the proviso to Section 1(5) of the Contract Labour (Regulation and Abolition) Act, 1970, work performed in an establishment shall not be deemed to be of an intermittent nature if it is of a seasonal character and is performed for more than sixty days in an annual period or calendar year.

11. (D) None of the above, as all statutory entities are covered under the Act
Section 2(1)(e) of the Contract Labour (Regulation and Abolition) Act, 1970, defines an establishment broadly to include any office or department of the Government or a local authority, as well as any place where any industry, trade, business, manufacture, or occupation is carried on, ensuring comprehensive statutory coverage without exclusions for government entities.

12. (B) No, because the total number of contract labour deployed in the establishment is only 14, which is below the threshold of 20.
Applicability of the Contract Labour (Regulation and Abolition) Act, 1970, is calculated exclusively based on the total number of contract workers deployed in an establishment, excluding regular staff and direct employees. In this situation, combining eight housekeeping sweepers and six security guards results in fourteen contract workers, remaining below the threshold of twenty workers.

13. (A) It becomes liable for registration as it employed 20 or more contract labourers on a single day in the preceding 12 months.
Under Section 1(4) of the Contract Labour (Regulation and Abolition) Act, 1970, statutory applicability is triggered if twenty or more contract labourers are employed on even a single day during the preceding twelve months. Engaging additional contract workers that elevates the total to twenty-three workers satisfies this criterion, creating immediate registration liability.

14. (C) A person hired to do any work in connection with the work of an establishment by or through a contractor, with or without the knowledge of the principal employer
Section 2(1)(b) of the Contract Labour (Regulation and Abolition) Act, 1970, specifies that a workman is deemed to be employed as contract labour in or in connection with the work of an establishment when he is hired in or in connection with such work by or through a contractor, irrespective of principal employer knowledge.

15. (D) A skilled manual labourer hired through a contractor to repair the school building
Section 2(1)(i) defines a workman as any person employed to do skilled, unskilled, manual, supervisory, technical, or clerical work. Managerial employees, supervisors earning above the statutory wage ceiling, and home-based out-workers are explicitly excluded, whereas a skilled manual labourer hired through a contractor falls squarely within the statutory definition of a workman.

16. (A) II only
Under Section 2(1)(b) of the Contract Labour Act, contract labour explicitly excludes individuals engaged directly by the principal employer. A worker qualifies as contract labour whether or not the principal employer has direct knowledge of recruitment. Furthermore, the master-servant relationship legally exists between the contractor and the worker, rather than with the principal employer.

17. (B) Sham contract, making the operator a direct employee of the Directorate
When an establishment exercises administrative control, direct operational supervision, leave approvals, and disciplinary authority over outsourced staff, judicial precedents dictate that the contract arrangement is a sham or camouflage. Consequently, the intermediary contractor is treated as a nominal entity, establishing a direct employment relationship between the worker and the principal establishment.

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(A) No, because she is an outsourced contract worker and not a regular permanent government employee governed by administrative civil service rules and conduct regulations.
(B) No, she is statutorily required to report the incident exclusively to the management of the private contractor agency that hired and deployed her at the school premises.
(C) Yes, but the Principal can initiate administrative action only if the contractor agency provides prior written permission to open a formal internal inquiry into the matter.
(D) Yes, the Principal must initiate action under the POSH Act, 2013, as the definition of 'employee' under POSH includes contract workers working at the workplace.

96. A housekeeping contractor submits the monthly bill for payment to the Head of School. The bill includes components for minimum wages, EPF, and ESI. What crucial document must the Principal insist upon before processing the payment for the EPF and ESI components?
(A) An official notarized affidavit from the contractor owner solemnly declaring that they operate an honest, ethical, and fully compliant commercial manpower supply agency firm.
(B) Certified copies of the manpower contractor's official income tax return filing documents and corporate income tax payment receipts for the preceding full financial year.
(C) The Electronic Challan cum Return (ECR) and payment receipt proving that EPF and ESI contributions for the specific workers deployed in the school were deposited
(D) A comprehensive medical fitness and physical health evaluation certificate signed by a certified senior civil surgeon for every individual contract worker deployed at the school.

97. If a Principal directs an outsourced security guard to perform duties unrelated to security, such as maintaining school financial registers or fetching personal groceries, this action is:
(A) Legally permissible, as the Head of School exercises complete administrative authority and supervisory control over all personnel physically working in the building.
(B) Highly irregular and violates the scope of the service contract, potentially blurring the lines between contract labour and direct employment (sham contract).
(C) A standard administrative practice actively encouraged by the Directorate of Education to ensure optimal utilization of available institutional manpower resources.
(D) Legally valid under administrative rules, provided the security guard is given a suitable monetary tip or daily refreshment allowance for performing extra work.

98. An agency supplying mid-day meals (PM POSHAN) to a school brings its own staff to offload and distribute the food for one hour daily. Are these food distributors classified as contract labour of the school?
(A) Yes, they must be formally registered under the school's principal employer certificate before being allowed to distribute mid-day meal food inside the premises.
(B) Yes, because they operate physically within the school boundary wall and perform daily distribution duties directly benefiting students enrolled in the institution.
(C) No, because the mid-day meal scheme is an independent public-private NGO initiative exempted from the scope of all statutory national labour laws and rules.
(D) No, they are employees of a supplier providing a finished product/service, and their intermittent presence does not make them contract labour of the school.

99. The Directorate of Education allocates budget to a school for hiring estate managers through an agency. The agency fails to disburse wages for two months. What is the statutory procedure the Principal must follow as per Section 21?
(A) Pay the wages directly to the estate managers from the school's allocated budget, and recover/adjust this amount from the agency's pending bills.
(B) Immediately terminate the services of the estate managers and formally advise them to file an unpaid wage recovery lawsuit against the agency.
(C) Issue an administrative order to seal and lock the commercial manpower agency's off-site business office until wage disbursements are completed.
(D) Advise the unpaid estate managers to officially apply for an interest-free personal loan from the school's discretionary student welfare fund account.

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acting judicially
(C) District Consumer Disputes Redressal Commission established under the Consumer Protection Act
(D) No court inferior to that of a Presidency Magistrate or a Magistrate of the first class

90. Within what period must a complaint regarding an offence under the Act be made to the court?
(A) Within 1 month from the date the alleged offence comes to the knowledge of the Inspector
(B) Within 3 months from the date the alleged offence comes to the knowledge of the Inspector
(C) Within 6 months from the exact calendar date on which the statutory offence was actually committed
(D) Within 1 year from the date of the offence

91. In modern school administration in Delhi, schools frequently engage agencies for housekeeping, sanitation, and security via the GeM (Government e-Marketplace) portal. Legally, the workers supplied by these agencies are classified as:
(A) Direct temporary employees of the Directorate of Education
(B) Contract labour governed by the Contract Labour Act, 1970
(C) Independent contractors
(D) Apprentices

92. A Principal of a Delhi government school notes that the outsourced security guards are working 12-hour shifts daily without overtime pay, which violates labour laws. As the representative of the Principal Employer, what is the most appropriate action?
(A) Issue a summary administrative direction instructing all contract security guards to vacate school premises immediately without any formal written notice or prior explanation.
(B) Notify the contractor in writing to ensure compliance with the Minimum Wages Act and statutory working hours, and report the non-compliance to higher authorities.
(C) Disburse overtime wage compensation directly to contract security guards from the school's discretionary Pupil Welfare Fund account on a regular monthly basis without any delay.
(D) Ignore the issue as the guards are not direct government employees.

93. Consider the following statements regarding the obligations of a school Principal dealing with outsourced staff:
I. The Principal must ensure that the agency has a valid license under the Contract Labour Act if they deploy 20 or more workers.
II. The Principal has the authority to issue transfer orders for the outsourced guards to another school.
III. The Principal must sign/certify the attendance or wage register as a representative of the Principal Employer.
IV. The Principal should ensure that statutory deductions like EPF and ESI are deposited by the contractor.
Which of the above statements are correct?
(A) I, II and III
(B) I, III and IV
(C) II, III and IV
(D) I, II, III and IV

94. If an outsourced sanitation worker in a school suffers an injury during working hours, what is the legal position regarding compensation under the broader labour law framework (including ESI Act), keeping the Contract Labour Act in mind?
(A) The school Principal is personally and individually liable under statutory civil law to pay full injury compensation directly from their own personal monthly salary account without reimbursement.
(B) Contract workers deployed in government establishments are legally excluded from claiming any form of statutory workplace injury compensation under current national labour laws, rules, and guidelines.
(C) The contractor is primarily responsible to ensure coverage and compensation (usually via ESI), but the Principal Employer must ensure the contractor is complying with ESI requirements.
(D) The Directorate of Education must directly bear and reimburse all medical treatment expenses incurred by all contract workers working across public schools in the State without limitation.

95. A female outsourced housekeeping staff member deployed at a school approaches the Principal alleging sexual harassment by a regular school teacher. Does the Principal have an obligation to act?

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ANSWERS

1. (B) To regulate the employment of contract labour in certain establishments and to provide for its abolition in certain circumstances
The primary objective of the Contract Labour (Regulation and Abolition) Act, 1970, is to regulate the employment of contract labour in certain establishments and to provide for its abolition under specific circumstances. The legislation seeks to prevent the exploitation of contract workers and ensure better working conditions without mandating automatic absorption into regular service.

2. (D) Royal Commission on Labour (Whitley Commission)
The Royal Commission on Labour, also known as the Whitley Commission, submitted its report in 1931, highlighting severe drawbacks in the contract labour system in India. Its observations regarding worker exploitation, low wages, and poor working conditions provided critical historic justification, laying the groundwork for subsequent legislative actions that culminated in the enactment of labour welfare statutes.

3. (A) The Act aims to prevent the exploitation of contract labour but does not guarantee automatic absorption upon abolition.
Judicial interpretations by the Supreme Court of India have established that the Contract Labour (Regulation and Abolition) Act, 1970, focuses on eliminating worker exploitation and regulating terms of engagement. However, the legal framework does not provide a statutory guarantee for the automatic absorption of contract labourers into permanent employment upon the prohibition of contract system in an establishment.

4. (C) Where the work fluctuates seasonally and is intermittent in nature
The Contract Labour (Regulation and Abolition) Act, 1970, aims to prohibit contract labour in operations that are perennial, core, or necessary to an industry. Conversely, where work is intermittent or seasonal in character, the statutory framework permits contract engagement, as such temporary operational fluctuations do not justify regular full-time employment commitments by the principal establishment.

5. (A) Regulation of working conditions and abolition in core activities
The legislative scheme of the Contract Labour (Regulation and Abolition) Act, 1970, operates on a dual mechanism. It mandates the strict regulation of employment and working conditions where contract labour is permitted, while simultaneously providing for its complete abolition in core, perennial, or regular operations where employing contract workers is deemed exploitative or inappropriate.

6. (D) Entry 24: Welfare of labour including conditions of work, provident funds, employers' liability
Under the Constitution of India, labour legislation falls within the Concurrent List contained in the Seventh Schedule. Specifically, Entry 24 empowers Parliament and State Legislatures to enact laws regarding welfare of labour, including conditions of work, provident funds, employers' liability, workmen's compensation, health insurance, and invalidity pensions, forming the constitutional basis for contract labour legislation.

7. (B) 20 or more
Section 1(4) of the Contract Labour (Regulation and Abolition) Act, 1970, stipulates that the statute applies to every establishment in which twenty or more workmen are employed or were employed on any day of the preceding twelve months as contract labour, as well as to every contractor who engages twenty or more workmen.

8. (B) Both A and R are true but R is not the correct explanation of A
The Contract Labour (Regulation and Abolition) Act, 1970, explicitly exempts establishments performing work of an intermittent or casual nature under Section 1(5). The appropriate Government holds discretionary power to decide whether work is intermittent, evaluating whether it was performed for fewer than 120 days in the preceding year, making both statements factual while remaining independent principles.

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maintaining worker compliance within the client establishment.

28. (B) Within 60 days of the commencement of the Act or the date the Act becomes applicable
Section 7(1) of the Contract Labour (Regulation and Abolition) Act, 1970, lays down that every principal employer of an establishment to which the Act applies must submit an application to the registering officer for registration within sixty days from the date on which the Act becomes applicable to that establishment.

29. (A) Certificate of Registration
Under Section 7(2) of the Contract Labour (Regulation and Abolition) Act, 1970, if an application for registration is complete in all respects and submitted alongside prescribed fees, the registering officer registers the establishment and issues a formal Certificate of Registration to the principal employer containing essential statutory particulars and conditions.

30. (C) If the registration has been obtained by misrepresentation or suppression of any material fact
Section 8 of the Contract Labour (Regulation and Abolition) Act, 1970, empowers the registering officer to revoke the registration of an establishment if satisfied that the registration was obtained through misrepresentation, fraud, or suppression of any material fact, or if the registration has become ineffective for any legal or factual reason.

31. (D) The Principal is incorrect; the school as an establishment must apply for a Certificate of Registration as the number of contract workers is 20 or more.
A contractor's operating license does not exempt the establishment from its independent registration obligations under Section 7 of the Contract Labour Act. When an establishment engages twenty or more contract labourers, the principal employer must independently apply for and obtain a Certificate of Registration from the designated registering officer for that establishment.

32. (C) The establishment shall not employ contract labour in the establishment.
Under Section 9 of the Contract Labour (Regulation and Abolition) Act, 1970, an establishment that is required to be registered under Section 7 but has failed to register within the specified statutory period, or whose registration has been revoked, shall not employ contract labour in that establishment under any circumstances.

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33. (B) A fee that varies depending on the maximum number of contract labour proposed to be employed
Under the Contract Labour (Regulation and Abolition) Central Rules, 1971, the statutory fee payable for the registration of an establishment is not fixed or uniform. Instead, it is computed on a slab basis, varying directly in proportion to the maximum number of contract workmen proposed to be employed on any day.

34. (C) 30 days
According to Rule 18(4) of the Contract Labour (Regulation and Abolition) Central Rules, 1971, if any change occurs in the particulars specified in the certificate of registration, the principal employer must officially intimate such change to the registering officer within thirty days from the date when such change actually takes place.

35. (A) A license issued by the licensing officer
Section 12(1) of the Contract Labour (Regulation and Abolition) Act, 1970, mandates that no contractor to whom the Act applies shall undertake or execute any work through contract labour except under and in accordance with a license issued in that behalf by the designated licensing officer under the relevant statute.

36. (C) A guarantee of permanent absorption of the contract labour by the principal employer after one year
Under Section 12(2) and the Central Rules, contractor license conditions regulate wage rates, working hours, rest periods, and mandatory welfare amenities like drinking water and first-aid facilities. However, conditions never include a guarantee of permanent absorption by the principal employer, as automatic absorption is not recognized as a statutory right.

37. (A) Both A and R are true and R is the correct explanation of A
Section 14 of the Contract Labour (Regulation and Abolition) Act, 1970, empowers the licensing officer to revoke, suspend, or forfeit the security deposit of a contractor. This administrative power is explicitly granted on grounds of license

18. (D) Direct workers have a privity of contract with the principal employer, while contract workers have privity of contract with the contractor.
The fundamental legal distinction between a direct worker and a contract worker lies in privity of contract. Direct workers maintain a contractual employment agreement directly with the principal employer. In contrast, contract workers possess contractual privity solely with the manpower contractor, who in turn enters into an independent commercial contract with the principal employer.

19. (A) No, because he is an employee of a supplier providing post-sale service, not labour supplied to execute the school's work.
Section 2(1)(c) explicitly excludes suppliers of goods or articles from being classified as contractors under the Contract Labour Act. A technician sent periodically by an equipment vendor to perform post-sale maintenance services acts as an employee of the supplier rather than contract labour supplied to perform the operational work of the client establishment.

20. (C) Yes, the definition of "contractor" includes a sub-contractor.
Under Section 2(1)(c) of the Contract Labour (Regulation and Abolition) Act, 1970, the statutory definition of a contractor explicitly encompasses a sub-contractor. Therefore, all workers engaged or supplied through sub-contractors to execute work connected with an establishment are legally deemed to be contract labour of that principal establishment under the Act.

21. (A) The Head of the Office or Department, or such other officer as the Government may specify
Section 2(1)(g)(i) of the Contract Labour (Regulation and Abolition) Act, 1970, defines the principal employer in relation to any office or department of the Government or a local authority as the Head of that Office or Department, or any other officer specifically designated by the Government or local authority in this behalf.

22. (A) Both A and R are true and R is the correct explanation of A
In government institutions such as public schools, Section 2(1)(g)(i) designates the Head of Office as the Principal Employer. Because the school Principal serves as the administrative Head of Office where outsourced workers are engaged, the Principal carries statutory responsibility for compliance regarding contract labour, making the reasoning a direct justification for the assertion.

23. (B) Merely supplies goods or articles of manufacture to such establishment
Under Section 2(1)(c) of the Contract Labour (Regulation and Abolition) Act, 1970, a contractor is defined as a person who undertakes to produce a given result or supply contract labour. The statutory definition explicitly excludes any individual or entity that merely supplies goods or manufactured articles to an establishment without supplying labour.

24. (C) The Owner or Occupier of the factory/mine
Section 2(1)(g)(ii) of the Contract Labour (Regulation and Abolition) Act, 1970, prescribes that in a factory, the owner or occupier including the manager named under the Factories Act acts as the principal employer. Similarly, in a mine, the owner or agent of the mine is statutorily designated as the principal employer.

25. (B) I, III and IV
The Contract Labour Act mandates that the principal employer is responsible for providing welfare amenities if the contractor defaults, and must deploy an authorized representative during wage disbursements. Additionally, contractors are legally required to issue employment cards to workers. Suppliers of goods are explicitly excluded from the definition of a contractor under the Act.

26. (A) Test of Control and Supervision
Courts utilize the Test of Control and Supervision to determine whether an entity functions as a genuine independent contractor or as a mere administrative agent. This legal doctrine examines who directs the work, controls working methods, grants leave, and enforces disciplinary authority over the workers to identify true employment relationships.

27. (B) Contractor
An agency that undertakes to supply manpower or contract labour to perform services like housekeeping for a government department fits the statutory definition under Section 2(1)(c) of the Contract Labour Act. Such an entity acts as a contractor responsible for paying wages and

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100. A newly appointed Principal discovers that the school has 25 outsourced workers (sanitation + security) but the school does not have a Certificate of Registration as a Principal Employer under the Contract Labour Act. To rectify this non-compliance, what is the immediate sequential action the Principal should take?

(A) Terminate 6 contract workers immediately to bring the total worker count down to 19, thereby legally avoiding the statutory threshold for Act applicability.

(B) Issue a formal written directive instructing the manpower contractor to apply for and obtain the registration certificate on behalf of the Principal Employer.

(C) Write to the registering officer (Labour Department) in the prescribed Form I with the required fee to obtain the Certificate of Registration for the school.

(D) Take no administrative action, as government educational institutions enjoy absolute sovereign immunity from all provisions of the Contract Labour Act, 1970.

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condition breaches or statutory contraventions, providing the direct legal justification for license suspension or revocation.

38. (D) Give the contractor a reasonable opportunity of showing cause
Under Section 14(1) of the Contract Labour (Regulation and Abolition) Act, 1970, before any order revoking or suspending a license or forfeiting a security deposit is passed, the licensing officer must give the contractor a reasonable opportunity of showing cause against the proposed action, upholding the principles of natural justice.

39. (B) 12 months
Under Rule 27(1) of the Contract Labour (Regulation and Abolition) Central Rules, 1971, every license granted or renewed under the rules remains valid for a period of twelve months from the date on which it is granted or renewed, necessitating timely annual renewal applications prior to its official statutory expiration.

40. (C) Employment of contract labour through an unlicensed contractor may lead to prosecution of both the contractor and the Principal Employer for contravention of the Act.
Engaging contract labour through an unlicensed contractor violates Section 12 of the Contract Labour Act. Under Section 23, both the contractor for operating without a license and the principal employer for engaging labour through an unlicensed entity are exposed to statutory penal consequences, including criminal prosecution and monetary court fines.

41. (D) The Appellate Officer appointed by the appropriate Government
Section 15(1) of the Contract Labour (Regulation and Abolition) Act, 1970, provides that any person aggrieved by an order refusing, revoking, suspending, or amending a license may prefer an appeal to the Appellate Officer nominated by the appropriate Government within thirty days from the date of communication of the order.

42. (A) A person appointed by the Central Government
Section 3(2)(a) of the Contract Labour (Regulation and Abolition) Act, 1970, mandates that the Central Advisory Contract Labour Board shall consist of a Chairman appointed directly by the Central Government, alongside specified ex-officio and nominated members representing central executive departments, principal employers, manpower contractors, and organized trade union workmen.

43. (B) To advise the State Government on such matters arising out of the administration of the Act as may be referred to it
Section 4(1) of the Contract Labour (Regulation and Abolition) Act, 1970, establishes the State Advisory Contract Labour Board. Its primary statutory mandate is to advise the State Government on administrative and legal matters arising out of the execution of the Act that are referred to it from time to time.

44. (B) Government, Principal Employers, Contractors, and Workmen
Sections 3 and 4 of the Contract Labour Act mandate a balanced tripartite composition for Central and State Advisory Boards. The statutory boards must explicitly include representatives from the appropriate Government, principal employers, contractors, and workmen, ensuring comprehensive stakeholder representation across all interest groups affected by contract labour regulation system.

45. (A) I and III only
Section 4 of the Act requires that workmen representation on the State Advisory Board shall not be less than employer and contractor representation combined, and the Board is constituted by the State Government. However, the Board serves strictly in an advisory role, lacking final statutory authority to pass binding prohibition orders.

46. (C) The Central or State Advisory Board, as the case may be
Under Section 10(1) of the Contract Labour (Regulation and Abolition) Act, 1970, before issuing a notification to prohibit the employment of contract labour in any process, operation, or work in an establishment, the appropriate Government is statutorily bound to formally consult the Central Advisory Board or State Advisory Board concerned.

47. (D) The Chief Labour Commissioner (Central)
Section 3(2)(b) of the Contract Labour (Regulation and Abolition) Act, 1970, specifies that the Chief Labour Commissioner (Central) serves as an ex-officio member of the Central

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company, every person who at the time the offence was committed was in charge of, and was responsible to, the company for the conduct of business shall be deemed guilty.

88. (A) Both A and R are true and R is the correct explanation of A
Section 27 of the Contract Labour (Regulation and Abolition) Act, 1970, mandates that no court shall take cognizance of an offence under the Act except on a complaint made by, or with the sanction of, an Inspector. This procedural restriction safeguards employers and contractors against frivolous or unauthorized private litigation.

89. (D) No court inferior to that of a Presidency Magistrate or a Magistrate of the first class
Section 26 of the Contract Labour (Regulation and Abolition) Act, 1970, stipulates judicial trial limits by providing that no court inferior to that of a Presidency Magistrate or a Magistrate of the First Class shall try any offence punishable under the statutory provisions of the Act or its rules.

90. (B) Within 3 months from the date the alleged offence comes to the knowledge of the Inspector
Section 27 of the Contract Labour (Regulation and Abolition) Act, 1970, lays down the limitation period for prosecution, specifying that no court shall take cognizance of an offence unless a complaint is made within three months from the date on which the alleged offence comes to the Inspector's official knowledge.

91. (B) Contract labour governed by the Contract Labour Act, 1970
Outsourcing services such as housekeeping, sanitation, and security through online procurement platforms like the Government e-Marketplace (GeM) does not alter the underlying legal status of deployed personnel. Workers provided by third-party vendor agencies to operate in client establishments remain contract labour governed strictly by the Contract Labour Act, 1970.

92. (B) Notify the contractor in writing to ensure compliance with the Minimum Wages Act and statutory working hours, and report the non-compliance to higher authorities.
As the representative of the principal employer, a Head of Office must exercise statutory oversight regarding working hours and wage compliance. Upon observing excessive shift hours or overtime wage non-payment by a contractor, the appropriate action is writing to the contractor demanding immediate compliance and escalating non-compliance to competent labour authorities.

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93. (B) I, III and IV
A principal employer representative must verify that contractors hold valid operating licenses, certify wage registers, and ensure statutory social security compliance like EPF and ESI deposits. However, a principal employer cannot issue transfer orders to outsourced personnel, as direct administrative and operational control over assignments belongs strictly to the contractor.

94. (C) The contractor is primarily responsible to ensure coverage and compensation (usually via ESI), but the Principal Employer must ensure the contractor is complying with ESI requirements.
Under the Employees' State Insurance Act and statutory labour welfare frameworks, primary responsibility for workplace injury compensation and medical coverage rests upon the contractor. However, the principal employer carries a statutory duty to ensure that the contractor maintains active social security coverage and complies fully with all statutory compensation requirements.

95. (D) Yes, the Principal must initiate action under the POSH Act, 2013, as the definition of 'employee' under POSH includes contract workers working at the workplace.
Under Section 2(f) of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the definition of an employee includes contract, temporary, or outsourced workers. Therefore, an employer or Head of Office must initiate inquiry and action upon receiving a sexual harassment complaint from any outsourced staff worker.

96. (C) The Electronic Challan cum Return (ECR) and payment receipt proving that EPF and ESI contributions for the specific workers deployed in the school were deposited
To verify social security compliance before releasing monthly contract payments, the principal employer must demand the Electronic Challan cum Return (ECR) and official payment receipts. These documents provide proof that EPF and ESI statutory contributions for the

male and female workers, and these facilities must remain conveniently accessible during all operational daily working hours.

58. (D) A is false but R is true
Under Section 20 of the Contract Labour Act, statutory liabilities for welfare and health amenities cannot be contracted away or transferred to a contractor via indemnity clauses. The principal employer remains statutorily liable to provide amenities upon contractor default, rendering contractual indemnity clauses ineffective against non-negotiable statutory enforcement obligations.

59. (B) One first-aid box for every 150 contract workers or part thereof
Under Rule 58 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, every contractor is required to provide and maintain readily accessible first-aid boxes during all working hours at the rate of not less than one first-aid box for every one hundred and fifty contract workers or part thereof.

60. (B) A responsible person who shall always be readily available during the working hours
Rule 59 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, mandates that each statutory first-aid box shall be kept under the charge of a designated responsible person who is trained in first-aid treatment and who shall always remain readily available during all operational working hours in the establishment.

61. (A) The local public health authority
Under Rule 52 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, in establishments situated within municipal boundaries or urban limits, the structural design, sanitation standards, and maintenance of latrines and urinals provided for contract labour must conform to the statutory requirements of the competent local public health authority.

62. (C) Procure and provide the first-aid box directly and deduct the cost from the agency's upcoming bill
When a contractor fails to fulfill statutory welfare obligations, Section 20 of the Contract Labour Act requires the principal employer to step in and directly provide the mandated facility. The principal employer is legally empowered to recover all incurred expenses by deducting the amount from operational bills payable to the contractor.

63. (D) The Contractor
Section 21(1) of the Contract Labour (Regulation and Abolition) Act, 1970, unequivocally places the primary responsibility for the payment of wages to each worker employed as contract labour upon the contractor. The contractor must disburse wages in full before the expiry of the prescribed statutory wage period in that establishment.

64. (C) The Principal Employer must nominate a representative duly authorized by him to be present at the time of disbursement of wages by the contractor.
Section 21(2) of the Contract Labour (Regulation and Abolition) Act, 1970, mandates that every principal employer shall nominate a representative duly authorized by him to be present at the time of disbursement of wages by the contractor, ensuring statutory oversight, transparency, and full payment of earned wages to contract workers.

65. (B) To certify the amounts paid as wages in the wage register maintained by the contractor
Section 21(3) of the Contract Labour (Regulation and Abolition) Act, 1970, explicitly requires the authorized representative nominated by the principal employer to inspect wage payment records and certify the exact amounts paid as wages in the register of wages maintained by the contractor upon witness of proper wage disbursement.

66. (D) To pay the unpaid wages or the shortfall in full to the contract labour
Section 21(4) of the Contract Labour (Regulation and Abolition) Act, 1970, lays down that if the contractor fails to pay wages within the prescribed period or makes short payment, the principal employer shall be liable to pay unpaid wages or the shortfall in full directly to the affected contract labour.

67. (A) The Principal Employer can recover the amount so paid from the contractor, either by deduction from any amount payable to the contractor or as a debt.
Section 21(4) of the Contract Labour Act protects the principal employer by establishing statutory recovery rights. After disbursing

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Advisory Contract Labour Board, providing essential administrative expertise from the central labour enforcement agency to guide statutory and administrative national policy formulations under the Act.

48. (C) 3 years
Under Rule 3(1) of the Contract Labour (Regulation and Abolition) Central Rules, 1971, non-official members nominated to the Central Advisory Contract Labour Board hold office for a tenure of three years from the date of their nomination, unless re-nominated or holding office at the pleasure of the central nominating authority.

49. (C) 100
Section 16 of the Contract Labour (Regulation and Abolition) Act, 1970, enables the appropriate Government to make rules requiring the contractor to provide and maintain canteens in establishments employing one hundred or more contract workers, ensuring adequate access to subsidized food services for workmen during daily shift working hours.

50. (D) 3 months or more
Section 17 of the Contract Labour (Regulation and Abolition) Act, 1970, mandates the provision of rest rooms by contractors where contract labour is required to halt at night in connection with the work, provided the employment in that establishment is likely to continue for a statutory period of three months or more.

51. (A) I, II and III
Under the Contract Labour Act and Central Rules, canteens are mandated for 100 or more contract workers, first-aid boxes must be accessible during working hours, and rest rooms are required for night halts lasting 3 months or more. Creches are not mandated under this Act, but under other statutes like Factories Act.

52. (C) The Principal Employer
Section 20(1) of the Contract Labour (Regulation and Abolition) Act, 1970, mandates that if a contractor fails to provide mandatory welfare amenities like canteens, rest rooms, drinking water, or latrines within the prescribed time, such amenities shall be provided by the principal employer, establishing clear statutory secondary legal liability.

53. (A) By deducting the expenses from any amount payable to the contractor or recovering it as a debt
Section 20(2) of the Contract Labour (Regulation and Abolition) Act, 1970, provides that expenses incurred by the principal employer in providing required welfare amenities due to contractor default may be recovered from the contractor, either by deducting the amount from operational bills payable or recovering it as an enforceable debt.

54. (D) Separate and adequately screened facilities shall be provided for the use of male and female workers.
Under Rule 57 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, washing facilities provided for contract labour must be convenient, accessible, maintained cleanly, and specifically structured so that separate and adequately screened facilities are provided for male and female workers to ensure privacy, dignity, and proper personal hygiene.

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55. (B) Rent for the land and building, and depreciation of building and equipment
Under Rule 50 of the Central Rules, canteen food prices are calculated on a non-profit basis. Capital costs, including land rent, building depreciation, service equipment depreciation, and fixed infrastructure charges, must be excluded from food pricing calculations and absorbed entirely by the employer or contractor managing the mandatory canteen facility.

56. (C) At convenient places situated within the premises where the work is being carried out
Section 18 of the Contract Labour (Regulation and Abolition) Act, 1970, mandates that contractors must provide and maintain a sufficient supply of wholesome drinking water for contract labour at convenient and easily accessible places situated within the establishment premises where contractual work is actively being performed by workmen.

57. (D) Separate latrines and urinals must be provided for men and women, and they must be accessible during working hours.
Section 19 of the Contract Labour Act mandates that contractors provide sufficient latrines and urinals of prescribed types in every establishment. The statutory framework explicitly mandates that separate facilities must be provided for

the decision of the appropriate Government thereon shall be final and legally binding on all involved principal employers and contractors.

77. (A) Form XII
Under Rule 74 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, every principal employer registered under the Act is statutorily required to maintain a Register of Contractors in Form XII, recording essential vendor particulars, nature of work, and contract labour deployment details for that registered establishment.

78. (C) Muster Roll and Register of Wages
Under Rule 78 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, every contractor is required to maintain a Muster Roll and a Register of Wages in respect of each establishment where contract labour is employed, recording daily attendance, rates of wages, deductions, and actual wage disbursements made.

79. (D) The Contractor who deployed the security guards
Under Rule 75 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the primary statutory duty to maintain and produce the Register of Workmen Employed by Contractor rests squarely on the contractor who engages and deploys the workers in the establishment, rather than on the establishment principal employer.

80. (C) An Employment Card
Under Rule 76 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, every contractor is statutorily required to issue an Employment Card in Form XIV to each contract worker, containing essential details such as worker identity, designation, wage rates, and employment period upon deployment in a registered establishment.

81. (B) English and Hindi or the language understood by the majority of the workers
Under Rule 81(1)(i) of the Central Rules, notices showing rates of wages, hours of work, wage periods, and payment dates must be displayed in clean, legible condition at conspicuous places within the establishment in English and Hindi or in the local language understood by the majority of deployed contract workers.

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82. (A) I and II only
Under the Central Rules, statutory registers must be kept on establishment premises and preserved in original for three calendar years from the last entry date. Contractor record maintenance does not absolve the principal employer from independent statutory duties to maintain required registers, such as the register of contractors, under the Act.

83. (A) A Service Certificate
Under Rule 77 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, on termination of employment of any contract worker, the contractor is statutorily required to issue a Service Certificate in Form XV to the workman, detailing tenure, nature of work performed, and wage rates earned during service.

84. (B) Imprisonment up to 3 months or fine up to Rs. 500 or both
Section 22(1) of the Contract Labour (Regulation and Abolition) Act, 1970, lays down that whoever willfully obstructs an Inspector in the discharge of statutory duties under the Act shall be punishable with imprisonment for a term extending up to three months, or with fine up to five hundred rupees, or both.

85. (A) Imprisonment up to 3 months or fine up to Rs. 1000, or both
Section 23 of the Contract Labour (Regulation and Abolition) Act, 1970, provides that for contraventions of any provision of the Act or rules for which no specific penalty is provided elsewhere, the offender shall be punishable with imprisonment extending up to three months, fine extending up to one thousand rupees, or both.

86. (C) Rs. 100 per day
Under Section 23 of the Contract Labour (Regulation and Abolition) Act, 1970, in the case of a continuing contravention after conviction for the original offence, an additional fine extending up to one hundred rupees per day may be imposed for every day during which the contravention continues after the first conviction.

87. (B) Every person who was in charge of, and was responsible to, the company for the conduct of its business at the time the offence was committed
Section 25(1) of the Contract Labour (Regulation and Abolition) Act, 1970, provides that where an offence under the Act is committed by a

CHAPTER 12

Income Tax & GST Basics for School Administration

1. In the context of Income Tax applicable to salaried employees, which of the following best defines the 'Assessment Year'?
(A) The year in which the employee earns the income from the employer.
(B) The year in which the income earned in the previous financial year is evaluated and taxed.
(C) The calendar year starting from 1st January to 31st December.
(D) The block of years used to calculate leave travel concessions.

2. For an employee of a Government school in Delhi, the Health and Education Cess on income tax is calculated at what percentage of the total income tax and surcharge?
(A) 2%
(B) 3%
(C) 4%
(D) 5%

3. Under the Income Tax Act, which of the following is the primary document required by the Drawing and Disbursing Officer (DDO) to determine an employee's residential status for tax deduction purposes?
(A) Employee's declaration of stay in India during the previous year
(B) Aadhaar Card
(C) Passport details
(D) Rent agreement submitted for HRA

4. Which of the following allowances received by a government school teacher is fully taxable under the head 'Salaries'?
(A) Transport Allowance up to specified limits for differently-abled employees
(B) Children Education Allowance up to Rs. 100 per month per child
(C) Dearness Allowance (DA)
(D) Uniform Allowance utilized for the prescribed purpose

5. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Income Tax is classified as a direct tax.
Reason (R): The incidence and impact of income tax fall on the same person, and the burden cannot be shifted to another entity.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

6. Under which head of income should the remuneration received by a school Principal for acting as an external examiner for a university be taxed?
(A) Income from Salaries
(B) Income from Business or Profession
(C) Capital Gains
(D) Income from Other Sources

7. Which of the following components is NOT chargeable to tax under the head "Salaries"?
(A) Leave encashment received by an employee while continuing in active service
(B) Family pension received by the legal heirs of a deceased employee
(C) Arrears of salary received by an employee during the current tax year
(D) Profit in lieu of salary or bonus declared and paid by the employer

8. In determining the tax liability of an employee, which of the following sections of the Income Tax Act allows for deductions from Gross Total Income for specific investments like GPF and LIC premiums?
(A) Section 10
(B) Section 24(b)
(C) Section 80C
(D) Section 16

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specific workers deployed at the establishment were actually deposited with relevant government authorities.

97. (B) Highly irregular and violates the scope of the service contract, potentially blurring the lines between contract labour and direct employment (sham contract).
Assigning duties outside the defined scope of a service contract blurs operational boundaries between independent contracting and direct employment. Exercising direct supervisory control over outsourced personnel beyond contract terms creates legal vulnerability, potentially leading courts to classify the contractual arrangement as a sham contract and establish direct employment relationships.

98. (D) No, they are employees of a supplier providing a finished product/service, and their intermittent presence does not make them contract labour of the school.
Workers engaged by a third-party catering agency or scheme vendor to deliver finished meals on an intermittent daily basis function as employees of the service supplier. Because they are not engaged to perform the core operational work of the establishment, their brief presence does not convert them into contract labour.

99. (A) Pay the wages directly to the estate managers from the school's allocated budget, and recover/ adjust this amount from the agency's pending bills.
Under Section 21(4) of the Contract Labour Act, if a contractor fails to pay wages to contract workers, the principal employer is statutorily bound to disburse unpaid wages directly to the affected staff. The principal employer then recovers the disbursed amount by deducting it from the contractor's pending service bills.

100. (C) Write to the registering officer (Labour Department) in the prescribed Form I with the required fee to obtain the Certificate of Registration for the school.
To rectify non-compliance when contract worker deployment reaches twenty or more, Section 7 of the Contract Labour Act requires the principal employer to apply to the registering officer of the Labour Department in Form I, along with prescribed fees, to obtain an official Certificate of Registration for that establishment.

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default wages directly to contract workers, the principal employer is empowered to recover the full amount from the contractor, either by deducting it from outstanding vendor bills or recovering it as a debt.

68. (C) The representative must verify the bank transfer statements/UTR numbers and certify the wage register accordingly to ensure compliance.
When contractors utilize direct electronic bank transfers for wage payments, the statutory oversight role of the principal employer remains active. The authorized representative must verify bank transfer advice, UTR reference numbers, and account credit statements against the wage register, formally certifying the entries to ensure full statutory wage compliance.

69. (C) One month
Under Rule 65 of the Contract Labour (Regulation and Abolition) Central Rules, 1971, the contractor is legally mandated to fix specific wage periods for contract workers. The statutory provision explicitly stipulates that no wage period fixed by a contractor shall exceed a maximum calendar duration of one single month.

70. (D) The appropriate Government (Central or State)
Section 10(1) of the Contract Labour (Regulation and Abolition) Act, 1970, confers exclusive power upon the appropriate Government (Central or State, depending on establishment jurisdiction) to issue official gazette notifications prohibiting the employment of contract labour in any process, operation, or work in an establishment after mandatory advisory board consultation.

71. (B) Whether the contractor is making an excessive profit
Section 10(2) of the Contract Labour Act outlines factors for prohibition: whether the work is incidental to or necessary for business, whether it is perennial, and whether it is performed by regular workmen. Contractor profit margins are not a specified statutory consideration when evaluating contract labour prohibition in an establishment.

72. (C) Automatic absorption of contract workers does not follow as a statutory consequence of a Section 10 prohibition notification.
In Steel Authority of India Ltd. vs. National Union Waterfront Workers (2001), the Constitution Bench of the Supreme Court held that issuing a prohibition notification under Section 10 does not automatically result in the absorption of contract workers as regular employees of the principal employer under the statutory framework.

73. (D) Abolishing the contract labour system in that activity under Section 10
Under Section 10(2) of the Contract Labour Act, if work in an establishment is perennial, of sufficient duration, and necessary for core operations, these statutory factors serve as primary legal grounds for the appropriate Government to issue a notification prohibiting contract labour in that specific establishment process or operation.

74. (A) Both A and R are true and R is the correct explanation of A
A principal employer cannot unilaterally abolish contract labour or absorb contract workers into regular government service. The statutory authority to prohibit contract labour under Section 10 rests exclusively with the appropriate Government, while regular public employment must comply strictly with constitutional recruitment rules and statutory service framework provisions.

75. (B) The appropriate Government has not issued a blanket prohibition under Section 10 against outsourced housekeeping in these specific establishments.
Engaging contract labour for sweeping and sanitation services in government educational institutions remains legally permissible because the appropriate Government has not issued a statutory prohibition notification under Section 10 against outsourcing housekeeping operations, allowing establishments to lawfully engage licensed contract labour in full accordance with statutory conditions and prescribed regulations.

76. (B) The appropriate Government
Section 10(2) of the Contract Labour (Regulation and Abolition) Act, 1970, explicitly mandates that if any question arises whether any process, operation, or other work is of a perennial nature,

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9. A teacher retires and receives a commuted pension. For a government employee, the commuted value of the pension is:
(A) Fully taxable under the head Salaries
(B) Exempt up to one-third of the total pension
(C) Taxable at a flat rate of 10%
(D) Fully exempt from income tax

10. Read the following case and answer the question:
A Principal discovers that a newly appointed PGT has not submitted any investment declarations at the beginning of the financial year. The teacher assumes tax will only be calculated in March.
What is the administratively correct action for the Principal (as Head of Office/DDO) to take regarding the teacher's TDS?
(A) Estimate total income, calculate tax at average rates, and deduct TDS monthly from the beginning.
(B) Wait until March, and if no investment proof is provided, deduct the entire tax liability in a lump sum from the March salary.
(C) Advise the teacher to pay advance tax independently online as the school is not responsible until declarations are submitted.
(D) Deduct a flat 20% TDS on the monthly gross salary during every billing cycle until the declarations are submitted.

11. What is the fundamental concept underlying the mechanism of Tax Deducted at Source (TDS)?
(A) Tax is collected directly by the assessing officer upon completion of the annual assessment at the end of the financial year.
(B) Tax is deducted by the payer at the time of payment to ensure regular revenue flow to the government.
(C) The employee independently calculates and deposits the tax directly with the Treasury before receiving the monthly salary.
(D) Tax is deducted by the employer only when the total annual salary of the employee exceeds Rs. 15 lakhs per annum.

12. Under which section of the Income Tax Act, 1961, is the employer legally obligated to deduct tax at source on the income chargeable under the head "Salaries"?
(A) Section 194C
(B) Section 192
(C) Section 194J
(D) Section 201

13. Which of the following is a primary characteristic of TDS on salary?
(A) It is deducted at the average rate of income tax computed for the financial year.
(B) It is deducted at a fixed flat rate of 10% on the gross salary for all salaried employees.
(C) It is strictly deducted in a single lump sum during the final month of the financial year.
(D) It is purely optional and depends on a written mutual agreement between employer and employee.

14. If a school hires an external agency for providing security services, under which section should the DDO deduct TDS for the payments made to the contractor?
(A) Section 192
(B) Section 194J
(C) Section 194C
(D) Section 194I

15. Consider the following statements regarding the duties of a Drawing and Disbursing Officer (DDO) under the TDS provisions:
I. The DDO must obtain a Tax Deduction and Collection Account Number (TAN).
II. The DDO is required to deposit the deducted tax to the credit of the Central Government within the prescribed time.
III. The DDO must file quarterly TDS returns in Form 26AS.
Which of the above statements is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

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16. In the context of salary payments, if the estimated tax liability of an employee for the financial year is NIL, what should the DDO do regarding TDS?
(A) Deduct tax at a minimum rate of 5% as a precaution.
(B) Deduct tax based on the previous year's liability.
(C) No tax should be deducted at source.
(D) Ask the employee to submit Form 15G/15H to avoid deduction.

17. By what date is the employer generally required to deposit the TDS deducted from employee salaries for months other than March?
(A) By the 7th of the following month
(B) By the 15th of the following month

(C) By the end of the same month
(D) By the 30th of the following month

18. What is the consequence if an employer (DDO) fails to deduct the whole or any part of the tax at source on salaries?
(A) The employee's salary for the remaining period is entirely forfeited to the central government treasury.
(B) The Income Tax Department waives the tax liability for that specific employee for the financial year.
(C) The Permanent Account Number (PAN) and TAN of the DDO are permanently cancelled by the department.
(D) The employer is deemed an "assessee in default" and faces interest and penalties.

19. When the employer deposits the TDS into the government account, which form is used as a challan for the payment?
(A) Challan ITNS 281
(B) Challan ITNS 280
(C) Form 26QB
(D) Form 16A

20. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The DDO is required to deduct TDS on the gross salary without allowing any deductions under Chapter VI-A unless the employee provides proof of investment.
Reason (R): Under Section 192, the employer is responsible for computing the exact tax liability of the employee, which requires documentary evidence for claimed deductions.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

21. What is the primary purpose of Form 16 issued by the employer to the employee?
(A) It is a certificate of tax deducted at source from salary income.
(B) It is an official offer letter issued by the employer confirming basic employment terms and conditions.
(C) It is a statutory declaration submitted by the employee opting to be taxed under the new tax regime.
(D) It is a formal application form submitted to the income tax department for obtaining a new PAN.

22. Form 16 consists of two parts: Part A and Part B. What does Part A primarily contain?
(A) Detailed breakdown of the gross salary paid and perks provided during the year.
(B) Details of the employee's previous employment income and tax deducted earlier.
(C) Detailed computation of all eligible tax deductions under Chapter VI-A.
(D) Summary of tax deducted and deposited, generated from TRACES.

23. What is the statutory due date for an employer to issue Form 16 to employees for a given financial year?
(A) 31st March of the financial year
(B) 30th April of the assessment year
(C) 15th June of the assessment year
(D) 31st July of the assessment year

24. Which form must an employer issue for TDS deducted on payments other than salary (e.g., payments to contractors or professionals)?
(A) Form 16
(B) Form 16A
(C) Form 16B
(D) Form 16C

25. Read the following case and answer the question:
An employee approaches the Principal stating that they have lost their original Form 16 and require a duplicate for filing their income tax return.
How should the Principal/DDO respond to this request?
(A) Decline the request as Form 16 can only be issued once per financial year.
(B) Instruct the employee to download it directly from the e-filing portal using their PAN.
(C) Ask the employee to file an FIR for the lost document before issuing a new one.
(D) Generate and issue a duplicate Form 16 from the TRACES portal and school records.

26. Part B of Form 16 is prepared by the employer. Which of the following is strictly detailed in Part B?
(A) Computation of taxable salary, exemptions, and Chapter VI-A deductions.
(B) The registration details including TAN and

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PAN of the employer organization.
(C) The specific challan identification numbers through which quarterly TDS was deposited.
(D) The comprehensive quarterly breakdown of tax deducted at source and deposited.

27. If an employee has worked with two different employers during the same financial year, how should Form 16 be handled?
(A) The current employer issues a single Form 16 covering the cumulative income from both employments.
(B) Both employers issue separate Form 16s for their respective employment periods.
(C) Only the previous employer is legally required to issue Form 16 for the entire financial year.
(D) The Income Tax Department issues a single consolidated Form 16 directly to the employee.

28. House Rent Allowance (HRA) exemption under Section 10(13A) is calculated as the least of three amounts. Which of the following is NOT one of those three amounts for an employee residing in Delhi?
(A) Actual HRA received
(B) 40% of salary
(C) Rent paid in excess of 10% of salary
(D) 50% of salary

29. For the purpose of calculating HRA exemption, what does the term 'salary' include?
(A) Basic Pay + DA (entering retirement benefits) + fixed percentage Commission on turnover
(B) Basic Pay only, excluding all allowances, special pay, perquisites, and performance bonuses
(C) Basic Pay plus all taxable allowances including transport and medical reimbursements
(D) Gross salary including all taxable perks, allowances, bonuses, and arrears received

30. Consider the following statements regarding Leave Travel Allowance/Concession (LTA/LTC) exemption:
I. The exemption is available for any number of journeys undertaken in a year.
II. The exemption is limited to the amount actually spent on traveling.
III. It can be claimed for a maximum of two journeys in a block of four calendar years.
IV. The exemption covers expenses on boarding, lodging, and local transport during the vacation.
Which of the statements given above are correct?
(A) I and III only
(B) II and III only
(C) II, III and IV only
(D) I, II and IV only

31. Under the current income tax provisions, what is the maximum amount of Standard Deduction allowable from salary income under Section 16(ia)?
(A) Rs. 30,000
(B) Rs. 40,000
(C) Rs. 50,000
(D) Rs. 75,000

32. Which two allowances were effectively subsumed/ replaced by the introduction of the Standard Deduction for salaried employees?
(A) House Rent Allowance and Dearness Allowance payment
(B) Children Education Allowance and Hostel Subsidy amount
(C) Transport Allowance and Medical Reimbursement
(D) Uniform Allowance and Washing Allowance expenses

33. An employee pays Rs. 15,000 per month as rent. If the employee wishes to claim HRA exemption through the DDO, what additional compliance is required if the annual rent exceeds Rs. 1,00,000?
(A) Submit an affidavit signed by a notary public.
(B) Report the landlord's PAN to the employer.
(C) Deduct 5% TDS from the rent paid to the landlord.
(D) Obtain a clearance certificate from the Income Tax Assessing Officer.

34. For an employee opting for the New Tax Regime (Section 115BAC), what is the status of the Standard Deduction of Rs. 50,000 from salary income as per the Finance Act, 2023?
(A) It is strictly disallowed for all taxpayers under the New Tax Regime.
(B) It is allowed in full addition to all regular Chapter VI-A deductions.
(C) It is reduced to a maximum cap of Rs. 25,000 for salaried individuals.
(D) It is allowed as a deduction from salary income.

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35. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Under the New Tax Regime, an employee cannot claim exemption for House Rent Allowance (HRA) or Leave Travel Allowance (LTA).
Reason (R): The New Tax Regime offers lower tax rates by eliminating most of the exemptions and deductions available under the Old Tax Regime.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

36. As per the Finance Act 2023, which tax regime is considered the 'default' tax regime for individuals?
(A) The Old Tax Regime
(B) It depends on the age of the individual.
(C) The New Tax Regime
(D) It depends on whether the income exceeds Rs. 15 lakhs.

37. If a salaried employee wishes to be taxed under the Old Tax Regime for the purpose of TDS deduction, what procedural step must they take?
(A) Intimate their employer (DDO) of their choice at the start of the financial year.
(B) File a formal written appeal directly with the Income Tax Appellate Tribunal.
(C) Pay a prescribed statutory penalty fee online through the tax portal.
(D) No action is required because the Old Tax Regime remains the automatic default.

38. Which of the following deductions under Chapter VI-A is allowable under the New Tax Regime (Section 115BAC)?
(A) Section 80C (Life Insurance, PPF, EPF, and tuition fees)
(B) Section 80D (Medical and Health Insurance Premiums)
(C) Section 80G (Donations to specified charitable funds)
(D) Section 80CCD(2) (Employer NPS contribution)

39. Which of the following statements correctly highlights a key difference between the Old and New Tax Regimes regarding housing loans?
(A) Housing loan principal repayment is fully deductible under both tax regimes equally.
(B) Self-occupied property interest is deductible under Old Regime, not New Regime.
(C) The New Tax Regime allows a significantly higher deduction for interest paid on housing loans.
(D) Neither the Old nor the New Regime allows any deduction for interest paid on let-out properties.

40. Read the following case and answer the question:
At the start of the financial year, an employee formally intimates the Principal (DDO) that they opt for the New Tax Regime. In December, the employee makes a large investment in PPF and requests the DDO to switch their TDS calculation to the Old Tax Regime to reduce the tax burden for the remaining months.
What is the correct response by the DDO?
(A) Accept the employee's request and recalculate the monthly TDS from December onwards based on the Old Tax Regime.
(B) Accept the request to switch regimes but levy a mandatory 10% penalty on the remaining tax liability.
(C) Reject the request, as regime choice intimated to DDO cannot be modified during the FY for TDS.
(D) Reject the request because salaried employees are strictly prohibited from opting for the Old Tax Regime.

41. What does PAN stand for in the context of income tax and financial transactions?
(A) Primary Account Number
(B) Personal Assessment Number
(C) Public Account Number
(D) Permanent Account Number

42. Under Section 206AA of the Income Tax Act, what is the consequence if an employee fails to furnish their PAN to the employer?
(A) TDS is deducted at 20% or applicable rate, whichever is higher.
(B) Monthly salary payment must be completely withheld and stopped immediately.
(C) The employee is immediately terminated or suspended from government service.
(D) TDS deduction is fully waived by the DDO until the valid PAN is provided.

43. As per income tax rules, a PAN is mandatory for which of the following transactions?

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(A) Opening a basic savings bank deposit account under PMJDY scheme
(B) Single-day cash deposit exceeding Rs. 50,000 in a bank account
(C) Paying a small restaurant bill of Rs. 10,000 in cash or online mode
(D) Purchasing general office stationery for school worth Rs. 5,000 in cash

44. What happens to a PAN if it is not linked with the individual's Aadhaar number within the deadline specified by the government?
(A) It gets permanently deleted and purged from the central income tax database.
(B) It becomes inoperative, resulting in higher TDS rates and inability to file tax returns.
(C) It is automatically converted into a temporary provisional identification number.
(D) A statutory penalty of Rs. 50,000 is directly debited from the individual's primary bank account.

45. Consider the following statements regarding the requirement of PAN for school employees:
I. An employee must declare their PAN to the DDO to allow accurate TDS filing in Form 24Q.
II. If an employee's income is below the taxable limit, they are legally barred from applying for a PAN.
III. Incorrect quoting of PAN by the employer in TDS returns leads to a mismatch in the employee's Form 26AS.
Which of the statements is/are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

46. What does the acronym GST stand for?
(A) General Sales Tax
(B) Government Services Tax
(C) Goods and Services Tax
(D) Gross Supply Tax

47. In the dual GST structure implemented in India, a supply of goods or services within the same state (Intra-state supply) attracts which taxes?
(A) IGST only
(B) SGST only
(C) CGST and IGST
(D) CGST and SGST

48. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): GST is considered a destination-based consumption tax.
Reason (R): The revenue from GST accrues to the State where the goods or services are ultimately consumed, rather than the State where they are produced.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

49. In the context of GST, what does IGST apply to?
(A) Supplies made within a Union Territory
(B) Inter-state supplies and imports
(C) Supplies made within a State
(D) Supplies made strictly by local authorities

50. What is the fundamental difference between Direct Taxes (like Income Tax) and Indirect Taxes (like GST)?
(A) Direct taxes are levied exclusively on goods and services, while indirect taxes are levied on individuals and corporations.
(B) Direct taxes are collected solely by state governments, while indirect taxes are collected exclusively by the central government.
(C) Direct taxes feature multiple progressive tax slabs, while indirect taxes maintain a single uniform flat rate globally.
(D) Direct tax burden cannot be shifted, whereas indirect tax burden is shifted to the final consumer.

51. Which of the following services provided BY an educational institution is explicitly exempt from GST?
(A) Services provided to its students, faculty, and staff.
(B) Services provided by way of renting of premises to a commercial coaching center.
(C) Services provided by way of consultancy to a private corporate body.
(D) Services of conducting a commercial summer camp open to the general public for a fee.

52. According to GST notifications, the exemption for educational services is available to an

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ANSWERS

1. (B) The year in which the income earned in the previous financial year is evaluated and taxed.
The Assessment Year is the period of twelve months commencing on the first day of April every year immediately following the financial year. During this period, the income earned by an individual during the previous financial year is evaluated, assessed, and taxed by the Income Tax Department according to the applicable statutory tax rates and provisions.

2. (C) 4%
Health and Education Cess is an additional tax levied on the total income tax liability, including any applicable surcharge, for all categories of taxpayers across India. The Finance Act introduced this cess at a rate of four percent to fund public primary, secondary, and higher education along with government health initiatives across the nation.

3. (A) Employee's declaration of stay in India during the previous year
Under the Income Tax Act, determining an individual's residential status depends entirely on the actual number of days the individual physically stayed in India during the relevant financial year and preceding years. Therefore, the Drawing and Disbursing Officer relies primarily on a formal declaration of stay provided by the employee to compute tax deductions.

4. (C) Dearness Allowance (DA)
Dearness Allowance is paid to public sector employees and pensioners to compensate for the cost-of-living increases due to inflation. Under the provisions governing taxable salary components, Dearness Allowance is fully taxable without any statutory exemption limits, forming an integral component of the employee's gross taxable salary for income tax calculation purposes.

5. (A) Both A and R are true and R is the correct explanation of A
Income tax is classified as a direct tax because the financial burden and legal liability to pay the tax rest on the exact same entity or individual who earns the income. The taxpayer cannot transfer or shift this tax liability onto another person or commercial entity, making the statement and reasoning accurate.

6. (D) Income from Other Sources
Remuneration or evaluation fees received by an employee from an external organization or university for academic assignments do not originate from an ongoing employer-employee relationship with that external entity. Consequently, such receipts cannot be treated as regular salary income and must be classified and taxed under the residual head of income.

7. (B) Family pension received by the legal heirs of a deceased employee
Family pension received by the legal heirs or surviving spouse of a deceased government employee is not taxable under salary income because there exists no employer-employee relationship between the receiver and the payer. Instead, family pension is classified and evaluated under the head of income from other sources, subject to allowable statutory deductions.

8. (C) Section 80C
Section 80C of the Income Tax Act allows individual taxpayers to claim deductions from their Gross Total Income for specified investments and savings made during the financial year. These investments include contributions to the General Provident Fund, Public Provident Fund, life insurance premiums, unit-linked insurance plans, and specified term deposits up to prescribed limits.

9. (D) Fully exempt from income tax
Commuted pension represents a lump-sum amount received by an employee in lieu of surrendering a portion of their regular future monthly pension payments. Under Section 10(10A) of the Income Tax Act, any commuted pension payment received by a central or state government employee upon retirement is fully exempt from income tax without any monetary ceiling.

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or services, what is the threshold contract value above which this deduction is mandatory?
(A) Rs. 1,00,000
(B) Rs. 2,50,000
(C) Rs. 5,00,000
(D) Rs. 10,00,000

59. When a school awards a contract for repairing its building to a registered contractor for Rs. 4,00,000, and is required to deduct TDS under GST, what is the standard rate of TDS under GST (CGST + SGST)?
(A) 1% (0.5% CGST + 0.5% SGST)
(B) 2% (1% CGST + 1% SGST)
(C) 5% (2.5% CGST + 2.5% SGST)
(D) 10% (5% CGST + 5% SGST)

60. Consider the following statements regarding the applicability of GST on school activities:
I. Mid-day meals provided to students in schools are exempt from GST.
II. Sale of school uniforms by a private vendor directly to students is a taxable supply.
III. Services of conducting an admission test by the school are taxable under GST.
IV. Affiliation fees paid by a school to an educational board are exempt from GST.
Which of the above statements are correct?
(A) I and II only
(B) I, II and IV only
(C) II, III and IV only
(D) I, II, III and IV

61. What does TAN stand for in the context of school administration and income tax?
(A) Tax Deduction and Collection Account Number
(B) Tax Assessment and Income Allocation Number
(C) Tax Allocation and Collection Network Code
(D) Total Annual Net-income Tax Tracking Number

62. Who is mandatorily required to obtain a TAN?
(A) Every salaried employee earning an annual income above the basic exemption limit.
(B) Only private corporate entities; all government schools and departments are exempt.
(C) Any person or entity, including a DDO, responsible for deducting TDS.
(D) Every student paying an annual tuition fee exceeding Rs. 1,00,000 to an institution.

63. How is the 10-digit TAN structured?
(A) 5 alphabets, 4 numbers, 1 alphabet
(B) 10 purely numerical digits
(C) 4 numbers, 5 alphabets, 1 number
(D) 4 alphabets, 5 numbers, 1 alphabet

64. If a Drawing and Disbursing Officer (DDO) fails to quote the TAN on the TDS challan or TDS return, what is the consequence?
(A) The DDO's official bank account is frozen immediately.
(B) The school's official government recognition is suspended.
(C) The TDS return will be rejected by the system.
(D) The individual employees will automatically receive double tax credit.

65. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A school Principal acting as a DDO can use the school's PAN in place of a TAN for filing quarterly TDS returns.
Reason (R): PAN and TAN serve the same purpose for government entities under the Income Tax Act.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

66. Under the Income Tax Act, which form is used by a DDO to file the quarterly TDS return for tax deducted from 'Salaries'?
(A) Form 24Q
(B) Form 26Q
(C) Form 27Q
(D) Form 27EQ

67. What is Form 26Q used for in the context of TDS returns?
(A) Filing TDS on non-salary payments like contractor or professional fees.
(B) Filing quarterly TDS returns on salary payments made to non-resident Indians.
(C) Issuing annual tax deduction certificates directly to salaried employees.
(D) Submitting annual proof of investment declarations by salaried employees.

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"educational institution." How is an educational institution primarily defined for the school sector in this context?
(A) Any educational or charitable institution registered under the Societies Registration Act or Trust Act.
(B) Any recognized private or public institution providing specialized sports or vocational coaching.
(C) An institution providing education per a curriculum for a qualification recognized by law.
(D) Any educational institution established and operated by a commercial corporate entity for profit.

53. If a government school collects examination fees from its students for conducting terminal exams, what is the GST applicability on this fee?
(A) Fully exempt from GST
(B) Taxable at 18%
(C) Taxable at 5%
(D) Taxable only if the total fee collection exceeds Rs. 20 lakhs

54. Consider the following services provided TO an educational institution (providing pre-school and education up to higher secondary school):
I. Transportation of students, faculty, and staff.
II. Catering, including any mid-day meals scheme sponsored by the Central Government, State Government or Union territory.
III. Security or cleaning or housekeeping services performed in such an educational institution.
IV. Supply of online educational journals or periodicals.
Under GST laws, which of the above services provided TO a school (up to higher secondary) are exempt from GST?
(A) I, II and III only
(B) I and II only
(C) III and IV only
(D) I, II, III and IV

55. Read the following case and answer the question:
A government senior secondary school hires a private transport agency to provide bus services exclusively for its students. The transport agency issues an invoice for the service.
As per GST provisions, what is the correct tax treatment for this invoice?
(A) The agency must charge 18% GST on the invoice as bus operations are treated as commercial transport services.
(B) The service is exempt from GST as student transport to a school up to higher secondary.
(C) The service is taxable and the school must pay 18% GST directly under the reverse charge mechanism.
(D) The transport agency must charge 5% GST and the school can claim an input tax credit against tax liabilities.

56. A government school procures 50 desktop computers for its IT lab from a local supplier. The supplier charges 18% GST on the invoice. Which of the following is correct regarding the GST paid by the school?
(A) The school can claim full Input Tax Credit (ITC) for the GST paid and offset it against future tax liabilities.
(B) The computer supplier is legally prohibited from charging any GST when supplying goods to a government school.
(C) The GST paid forms part of computer cost because schools offering exempt services cannot claim ITC.
(D) The school must deduct 2% TDS under GST on the invoice value before releasing final payment to the supplier.

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57. Read the following case and answer the question:
The Directorate of Education sanctions funds for a school to purchase interactive flat panels (smart boards). The Principal issues a purchase order through GeM. The vendor supplies the panels and bills them with 28% GST.
What should the Principal verify regarding the GST component?
(A) That educational institutions are fully exempt from paying any GST on capital goods and lab equipment they purchase.
(B) That the school's TAN and PAN are explicitly mentioned on the invoice to claim an immediate full GST refund online.
(C) That GST is legally calculated only on 50% of the base price whenever goods are procured by government entities.
(D) That the correct HSN code and GST rate are charged, as school procurement of goods is taxable.

58. Under the GST framework, if a government department or establishment is required to deduct tax at source (TDS under GST) on payments made to a supplier of taxable goods

tax refund of excess tax paid during the year.
(D) To claim specific tax deductions and exemptions under Chapter VI-A of the Income Tax Act.

77. If a discrepancy is found where an employee's salary TDS was deducted by the school but is not reflecting in the employee's Form 26AS, what is the most likely cause?
(A) DDO failed to file TDS return or quoted an incorrect PAN for employee.
(B) The employee failed to file their personal annual income tax return before the statutory due date.
(C) The bank delayed crediting the monthly net salary into the employee's savings bank account.
(D) The Central Processing Centre of the Income Tax Department portal is temporarily unserviceable.

78. Which of the following is NOT a recognized head of income under the Income Tax Act?
(A) Income from House Property
(B) Profits and Gains of Business or Profession
(C) Income from Lottery and Gambling
(D) Income from Capital Gains

79. An employee incurs expenses on medical treatment for a dependent with a severe disability. Under which section can they claim a deduction, subject to specified limits?
(A) Section 80C
(B) Section 80D
(C) Section 80DD
(D) Section 80E

80. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): For an employee claiming exemption on House Rent Allowance (HRA), rent receipts are mandatory if the rent exceeds Rs. 3,000 per month.
Reason (R): The employer is bound to verify the proof of expenditure before granting the HRA exemption for tax deduction purposes.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

81. Under Section 80D of the Income Tax Act, what is the maximum deduction allowed for the premium paid for health insurance of self, spouse, and dependent children (all below 60 years of age)?
(A) Rs. 15,000
(B) Rs. 25,000
(C) Rs. 50,000
(D) Rs. 1,00,000

82. Which of the following investments is NOT eligible for deduction under Section 80C?
(A) Contribution to General Provident Fund (GPF)
(B) Premium paid for medical insurance
(C) Payment of life insurance premium
(D) Investment in National Savings Certificate (NSC)

83. If a government employee receives a gratuity upon retirement, what is its tax treatment?
(A) Fully exempt from tax
(B) Fully taxable under the head Salaries
(C) Exempt up to a maximum limit of Rs. 10 lakhs
(D) Taxable at a flat rate of 20% without indexation

84. Which of the following transactions by a school would fall under the definition of a "taxable supply" under GST?
(A) Organizing regular classroom teaching sessions for enrolled students during normal school hours.
(B) Issuing a formal transfer certificate or mark sheet to a departing student upon request.
(C) Renting the playground to a commercial sports club on weekends.
(D) Providing mid-day meals to primary students under government sponsored schemes.

85. Read the following case and answer the question:
The school administration purchases sports equipment worth Rs. 1,50,000 for students and pays 12% GST on the items. The supplier requests the school's GSTIN to issue a B2B invoice.
As a government school providing only exempt educational services, what is the correct stance of the Principal?
(A) Inform supplier the school is unregistered as it offers exempt services, accepting a B2C invoice.
(B) Provide the school's GSTIN immediately, as all government educational institutions must

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68. The TDS return for the fourth quarter (January to March) requires an additional annexure. What is primarily reported in Annexure II of Form 24Q?
(A) Detailed record of all quarterly contract payments and non-salary transactions made.
(B) Month-wise break-up of TDS deposits and challan details for the entire school organization.
(C) Annual salary details, tax computation, and deductions claimed per employee.
(D) Audit objections and procedural discrepancies raised by the Comptroller and Auditor General.

69. What is the due date for filing the quarterly TDS return (Form 24Q) for the first quarter (April to June) of a financial year?
(A) 15th July
(B) 31st July
(C) 15th August
(D) 31st August

70. Read the following case and answer the question: *The DDO of a school missed the deadline to file the quarterly TDS return (Form 24Q) for the second quarter. They are filing it 10 days late.* What financial implication does this delay have under Section 234E of the Income Tax Act?
(A) A mandatory flat penalty of Rs. 10,000 imposed automatically on the DDO.
(B) A statutory penalty of 1% per month on the total salary paid in that quarter.
(C) No fee or penalty is levied if the delay is less than 15 days from the due date.
(D) Late fee of Rs. 200 per day of default, capped at the TDS amount.

71. What is the TRACES portal primarily used for by a DDO?
(A) Managing employee attendance, leave records, and monthly payroll processing calculations.
(B) Downloading Form 16, checking challan status, and managing TDS defaults.
(C) Registering the school establishment under the Goods and Services Tax portal framework.
(D) Processing General Provident Fund (GPF) withdrawal and advance applications for employees.

72. Before deducting TDS on salary, an employer typically asks employees to submit a declaration of their proposed investments and deductions. Which form/document is widely used for this internal compliance?
(A) Form 15G/15H
(B) Form 10E
(C) Form 12BB
(D) Form 16A

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73. If an employee claims a deduction for interest on a home loan under Section 24(b), what crucial information must they provide to the employer along with the interest certificate?
(A) The PAN and Aadhaar number of the builder or previous owner of property.
(B) A certified physical copy of the registered sale deed of the house property.
(C) A recent high-resolution photograph of the completed residential property.
(D) PAN of the lender (bank/financial institution).

74. An employee claims tax relief under Section 89(1) for arrears of salary received in the current year. Which form must the employee submit to the employer to claim this relief?
(A) Form 10E
(B) Form 12BA
(C) Form 26AS
(D) Form 16B

75. Consider the following statements regarding common compliance requirements for a school DDO:
I. Ensuring that TDS is deducted at the correct rate.
II. Depositing the TDS within 7 days from the end of the month in which deduction is made.
III. Filing the TDS return quarterly on or before the due date.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

76. What is the primary purpose of Form 26AS (Annual Information Statement) from an individual taxpayer's perspective?
(A) To declare all personal assets, liabilities, and bank accounts to the tax authorities.
(B) To view a consolidated tax statement of TDS, advance tax, and tax credits.
(C) To submit a formal application for a direct

their employer (DDO) to rectify the return.
(B) Pay a mandatory statutory 50% penalty fee to the department to reopen the assessment.
(C) File a Revised Return under Section 139(5) within time limits.
(D) No legal remedy or rectification is available once the return has been submitted online.

95. Read the following case and answer the question:
An employee requests the DDO not to deduct TDS for the month of January as they are facing severe financial hardship, promising to pay the tax directly in March.
How should the Principal (DDO) handle this situation according to the Income Tax rules?
(A) Approve the request as a special humanitarian gesture, provided the employee submits a formal written undertaking.
(B) Deduct 50% of the calculated TDS in January and defer the remaining tax liability to be collected in March salary.
(C) Refer the hardship application directly to the Directorate of Education or higher authorities for formal approval.
(D) Deny the request, as the DDO cannot waive the statutory obligation to deduct TDS evenly.

96. Which section of the Income Tax Act provides relief to a taxpayer when salary is paid in arrears or in advance, resulting in taxation at a rate higher than that at which it would have been taxed otherwise?
(A) Section 10(14)
(B) Section 17(2)
(C) Section 89(1)
(D) Section 80C

97. In the context of TDS, what is a "Short Deduction"?
(A) When TDS is correctly deducted from salary but deposited after the statutory monthly due date.
(B) When the DDO deducts less tax than required as per applicable rules.
(C) When the quarterly TDS return is submitted with missing or incomplete employee salary records.
(D) When the employee's total annual salary falls below the minimum threshold required for TDS.

98. Read the following case and answer the question:
A government school provides residential accommodation to its Principal in the school premises.
How is this treated under the Income Tax Act for the Principal?
(A) It is fully exempt from income tax as official accommodation provided for educational administration duties.
(B) It is treated as a long-term capital gain accrued to the Principal during the period of official occupancy.
(C) It is taxed separately under the head Income from House Property based on annual ratable valuation rules.
(D) It is treated as a perquisite (Rent-Free Accommodation) and added to taxable salary.

99. Under the GST composition scheme, taxpayers are offered a simplified compliance process. Can a government school opt for the GST composition scheme for its operations?
(A) No, because schools supply exempt services, making the composition scheme inapplicable.
(B) Yes, provided the total annual turnover of the school remains strictly below Rs. 1.5 Crores in a financial year.
(C) Yes, any government educational institution can opt for composition scheme regardless of annual turnover.
(D) No, because all government departments and educational institutions are barred from GST framework entirely.

100. Which document is issued by a person deducting TDS to the person from whose income the tax has been deducted, detailing the amount of TDS, for payments other than salary?
(A) Form 16
(B) Form 26AS
(C) Form 16A
(D) Form 24G

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mandatory register.
(C) Instruct the vendor not to charge GST on the invoice because all goods procured by schools are tax-exempt.
(D) Provide the school's TAN in place of a GSTIN to claim input tax credit refunds directly from the department.

86. What is the tax implication if a salaried employee receives an "Honorarium" for delivering a guest lecture at another institution?
(A) It is added directly to salary income from primary employer and taxed at slab rates.
(B) It is completely exempt from income tax up to a maximum limit of Rs. 50,000 per annum.
(C) It is treated as short-term capital receipt and subject to flat capital gains tax rates.
(D) Taxable under "Income from Other Sources".

87. Under Section 80E, a deduction is available for the interest paid on a loan taken for which of the following purposes?
(A) Purchase of an electric vehicle for personal or family use
(B) Higher education of self, spouse, or children
(C) Medical treatment of a dependent family member with disability
(D) Purchase or construction of a new residential house property

88. Under the Income Tax Act, the term "Previous Year" refers to:
(A) The calendar year running from January 1st to December 31st preceding current year.
(B) The initial complete financial year of employment or business of an individual taxpayer.
(C) Financial year preceding the assessment year.
(D) Any financial year in which the taxpayer incurred a substantial operating business loss.

89. Which authority is responsible for the administration of direct taxes, including income tax, in India?
(A) Central Board of Indirect Taxes and Customs (CBIC)
(B) Reserve Bank of India (RBI)
(C) Comptroller and Auditor General (CAG)
(D) Central Board of Direct Taxes (CBDT)

90. Consider the following items regarding the New Tax Regime (Section 115BAC):
I. Standard Deduction of Rs. 50,000 is allowed.
II. Deduction for employee's contribution to NPS under 80CCD(1B) is allowed.
III. Deduction for employer's contribution to NPS under 80CCD(2) is allowed.
IV. Professional Tax paid is allowed as a deduction.
Which of the statements are correct as per recent Finance Act provisions?
(A) I and III only
(B) I, II and IV only
(C) II and III only
(D) I, III and IV only

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91. When computing the total taxable income of an employee, what is the treatment of the "Professional Tax" (tax on employment) deducted from the salary by the employer?
(A) It is completely ignored in tax computation as it is a state levy.
(B) Allowed as a deduction under Section 16(iii).
(C) It is added back to the basic salary as a taxable monetary benefit.
(D) It is allowed as an eligible investment deduction under Section 80C.

92. A teacher uses their personal car for commuting from home to school. Can they claim the petrol and maintenance expenses as a deduction from their salary income?
(A) Yes, up to a fixed maximum ceiling limit of Rs. 15,000 per financial year.
(B) No, as commuting expenses are subsumed under the Standard Deduction.
(C) Yes, provided they maintain original fuel bills and submit them to the DDO.
(D) No, because personal commuting expenses are treated as taxable perquisites.

93. What is the penalty under Section 271F for failure to file an Income Tax Return (ITR) before the end of the relevant assessment year, if the total income exceeds Rs. 5 lakhs?
(A) Rs. 1,000
(B) Rs. 5,000
(C) Rs. 10,000
(D) Rs. 50,000

94. If an employee discovers an error in their filed Income Tax Return, what is the remedy available to them under the Income Tax Act?
(A) Write a formal administrative application to

10. (A) Estimate total income, calculate tax at average rates, and deduct TDS monthly from the beginning.
Under Section 192 of the Income Tax Act, the Drawing and Disbursing Officer must estimate the annual income of an employee at the beginning of the financial year. The officer calculates the total tax liability using average income tax rates and deducts the appropriate tax at source equally across every monthly salary billing cycle.

11. (B) Tax is deducted by the payer at the time of payment to ensure regular revenue flow to the government.
Tax Deducted at Source operates on the pay-as-you-earn principle, requiring the entity making specified payments to deduct tax before transferring funds to the recipient. This system ensures a continuous and steady revenue inflow for the central government throughout the financial year while minimizing instances of tax evasion, unpaid liabilities, and administrative delay.

12. (B) Section 192
Section 192 of the Income Tax Act explicitly places a legal obligation on every employer responsible for paying income chargeable under the head salaries to deduct tax at source. The employer must compute the estimated annual income tax liability using applicable tax rates and deduct the tax at the time of actual salary disbursement.

13. (A) It is deducted at the average rate of income tax computed for the financial year.
Tax Deducted at Source on salary income is calculated on an estimated total annual basis for each individual employee. The employer computes the overall annual tax liability after taking into account applicable exemptions and allowable deductions, and then deducts tax proportionally each month based on the average rate of income tax for that year.

14. (C) Section 194C
Section 194C of the Income Tax Act mandates the deduction of tax at source on payments made to resident contractors or sub-contractors for carrying out any work. Hiring a private external security agency to provide security services falls under a service contract, requiring the paying officer to deduct tax under this specific section.

15. (A) I and II only
A Drawing and Disbursing Officer must obtain a Tax Deduction and Collection Account Number and deposit all deducted taxes into the government treasury within statutory timelines. However, quarterly TDS returns are submitted in Form 24Q or 26Q, whereas Form 26AS is an automated annual tax credit statement generated by the department for individual taxpayers.

16. (C) No tax should be deducted at source.
Under Section 192, tax deduction at source on salary income is required only when the estimated total income of the employee during the financial year exceeds the maximum amount not chargeable to tax. If an employee's estimated total tax liability for the financial year calculates to zero, the employer is legally bound not to deduct tax.

17. (A) By the 7th of the following month
According to the Income Tax Rules, tax deducted at source by an employer from employee salaries for any month from April through February must be deposited to the credit of the Central Government on or before the seventh day of the immediately following month. Special extended timelines apply exclusively for tax deducted during the month of March.

18. (D) The employer is deemed an "assessee in default" and faces interest and penalties.
When an employer or Drawing and Disbursing Officer fails to deduct the required tax at source or fails to deposit deducted funds into the central government account, the employer is legally designated as an assessee in default under Section 201. This leads to mandatory interest charges, monetary penalties, and potential recovery proceedings by tax authorities.

19. (A) Challan ITNS 281
Tax Deducted at Source collected by corporate or non-corporate employers, including government organizations, must be deposited into authorized bank branches or online treasury portals using Challan ITNS 281. This payment voucher specifically records tax deductions made under various heads, including salary deductions under Section 192 and contractor payments under Section 194C.

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CHAPTER 13

POSH Act, 2013 & POCSO Act, 2012

1. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was enacted primarily to fulfill India's commitment to which of the following international conventions?
(A) The Universal Declaration of Human Rights
(B) The Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)
(C) The Convention on the Rights of the Child
(D) The International Covenant on Civil and Political Rights

2. Under the POSH Act 2013, which of the following acts does NOT explicitly fall under the definition of "sexual harassment"?
(A) Implied or explicit promise of preferential treatment in employment
(B) Showing pornography
(C) Physical contact and advances
(D) Constructive criticism regarding professional underperformance

3. As per the POSH Act 2013, the definition of an "aggrieved woman" in relation to a workplace includes which of the following?
(A) Any woman, of any age, whether employed or not, who alleges to have been subjected to sexual harassment
(B) Only a regular employee of the institution
(C) Only women above 18 years of age employed on a contractual basis
(D) Only female students enrolled in a higher education institution

4. A female guest teacher visiting a government school alleges that a permanent male staff member made inappropriate sexual advances toward her in the staff room. The Principal refuses to entertain her complaint, stating she is not a regular employee of the school. In the context of the POSH Act 2013, what is the most legally sound evaluation of the Principal's decision?
(A) It is correct because guest teachers must report grievances to their contracting agency.
(B) It is correct because the POSH Act only protects regular and permanent employees.
(C) It is incorrect because the workplace definition covers any woman visiting the premises, regardless of employment status.
(D) It is incorrect because guest teachers can only file complaints through the Local Complaints Committee (LCC), and the Principal should have forwarded it.

5. Which of the following is a mandatory requirement for the composition of the Internal Complaints Committee (ICC) as per Section 4 of the POSH Act 2013?
(A) At least one-half of the total nominated members shall be women.
(B) At least one-third of the total nominated members shall be women.
(C) The Presiding Officer must be the Principal or Head of Institution.
(D) The external member must be a serving or retired judicial officer.

6. Under the POSH Act 2013, what is the maximum tenure for the Presiding Officer and every Member of the Internal Complaints Committee?
(A) Two years from the date of their nomination
(B) Three years from the date of their nomination
(C) Five years from the date of their nomination
(D) Until their superannuation from regular service

7. Consider the following statements regarding the Internal Complaints Committee (ICC) under the POSH Act 2013:
Assertion (A): The POSH Act 2013 mandates the inclusion of an external member in the Internal Complaints Committee (ICC).
Reason (R): The external member ensures transparency, impartiality, and brings specialized knowledge regarding sexual harassment issues to the inquiry process.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A

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components. It includes basic salary, dearness allowance if forming part of retirement benefits, and fixed percentage commission based on turnover achieved by the employee, while strictly excluding all other allowances, perquisites, and annual bonuses.

30. (B) II and III only
Leave Travel Concession tax exemption under Section 10(5) covers actual travel expenses incurred by an employee and their family for journeying within India. The exemption is restricted to two journeys within a designated four-year calendar block and strictly excludes expenditure incurred on hotel stay, boarding, lodging, local sightseeing, or incidental travel expenses.

31. (C) Rs. 50,000
Salaried employees are entitled to a flat Standard Deduction from their gross salary under Section 16(ia) of the Income Tax Act. Under prevailing tax provisions, the maximum limit for this deduction is fifty thousand rupees, or the actual gross salary amount, whichever is lower, reducing total taxable income without requiring expense documentation.

32. (C) Transport Allowance and Medical Reimbursement
The standard deduction from salary income under Section 16(ia) was reintroduced to simplify income tax calculations for salaried taxpayers. This fixed deduction effectively subsumed and replaced two earlier tax benefits: the transport allowance exemption available for general commuting expenses and the medical reimbursement limit that previously required submission of medical bills for verification.

33. (B) Report the landlord's PAN to the employer.
Under income tax regulations, if an employee claims House Rent Allowance exemption and pays annual residential rent exceeding one lakh rupees, it is mandatory to furnish the Permanent Account Number of the landlord to the employer. If the landlord does not possess a PAN, a formal declaration to that effect must be provided.

34. (D) It is allowed as a deduction from salary income.
The Finance Act expanded the benefits of the New Tax Regime under Section 115BAC by extending the standard deduction to salaried taxpayers. Salaried employees electing to be taxed under the New Tax Regime can claim the full standard deduction of fifty thousand rupees directly from their gross salary income to compute taxable salary.

35. (A) Both A and R are true and R is the correct explanation of A
The New Tax Regime introduced under Section 115BAC provides concessional tax slab rates but withdraws most traditional exemptions and deductions. Consequently, salaried individuals opting for the New Tax Regime cannot claim tax exemptions for House Rent Allowance or Leave Travel Allowance, as these benefits are restricted exclusively to the Old Tax Regime framework.

36. (C) The New Tax Regime
The Finance Act designated the New Tax Regime under Section 115BAC as the default tax system for individual taxpayers. Unless an individual specifically intimates their employer or explicitly selects the Old Tax Regime while filing tax returns, tax calculations and deductions at source automatically proceed under the rates and rules of the New Tax Regime.

37. (A) Intimate their employer (DDO) of their choice at the start of the financial year.
Since the New Tax Regime is the default framework, a salaried employee wishing to have tax deducted at source under the Old Tax Regime must formally intimate their employer or Drawing and Disbursing Officer at the beginning of the financial year. The employer then computes monthly tax deductions based on the selected tax regime.

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38. (D) Section 80CCD(2) (Employer NPS contribution)
Under the New Tax Regime under Section 115BAC, most deductions under Chapter VI-A are disallowed. However, Section 80CCD(2), which covers the employer's contribution towards the National Pension System up to prescribed limits, remains explicitly allowable as a tax deduction from total income for salaried employees under both tax regimes without restriction.

39. (B) Self-occupied property interest is deductible under Old Regime, not New Regime.
Under the Old Tax Regime, interest paid on housing loans for self-occupied residential

examine documentary proof before allowing the exemption to ensure accurate tax deduction at source.

81. (B) Rs. 25,000
Under Section 80D of the Income Tax Act, an individual taxpayer can claim a deduction up to twenty-five thousand rupees per financial year for health insurance premiums paid for self, spouse, and dependent children below sixty years of age. An additional deduction limit applies separately if health insurance is purchased for senior citizen parents.

82. (B) Premium paid for medical insurance
Section 80C allows tax deductions for specified long-term savings and investments, such as General Provident Fund contributions, life insurance premiums, and National Savings Certificates. However, medical insurance premiums are explicitly governed by Section 80D of the Income Tax Act and are therefore not eligible for deduction under Section 80C.

83. (A) Fully exempt from tax
Under Section 10(10)(i) of the Income Tax Act, any death-cum-retirement gratuity received by government employees, including central government, state government, or local authority employees, is completely exempt from income tax. Unlike private sector employees who have monetary caps, government employees receive full tax exemption on the entire gratuity amount upon their retirement or service termination.

84. (C) Renting the playground to a commercial sports club on weekends.
Educational institutions are exempt from GST primarily on core educational services delivered to students and staff. Commercial activities, such as renting school facilities or playgrounds to external commercial entities, do not fall within the scope of educational service exemptions. Consequently, leasing premises for commercial purposes constitutes a taxable supply under GST.

85. (A) Inform supplier the school is unregistered as it offers exempt services, accepting a B2C invoice.
An educational institution providing exclusively exempt educational services is not required to register under GST law. Since the school does not hold a GST Identification Number, it cannot receive a B2B invoice or claim input tax credit. The Principal should inform the vendor to issue a standard B2C invoice for equipment purchases.

86. (D) Taxable under "Income from Other Sources".
Honorarium received by a salaried employee from an external institution for delivering guest lectures is not paid by their primary employer. Because no direct employer-employee relationship exists for that specific lecture engagement, the receipt cannot be treated as salary income and must be categorized and taxed under Income from Other Sources.

87. (B) Higher education of self, spouse, or children
Section 80E of the Income Tax Act provides an allowable tax deduction for the full amount of interest paid on an educational loan taken from a financial institution or approved charitable organization. The loan must be borrowed specifically for pursuing higher education for the individual taxpayer, their spouse, or children.

88. (C) Financial year preceding the assessment year.
Under Section 3 of the Income Tax Act, the Previous Year is defined as the financial year immediately preceding the relevant assessment year. It represents the twelve-month accounting period running from 1st April to 31st March in which income is earned by a taxpayer, which is subsequently assessed and taxed in the assessment year.

89. (D) Central Board of Direct Taxes (CBDT)
The Central Board of Direct Taxes is a statutory authority operating under the Central Board of Revenue Act, 1963. Functioning as part of the Department of Revenue within the Ministry of Finance, CBDT is directly responsible for formulating direct tax policies, administering income tax laws, and supervising the functioning of the Income Tax Department.

90. (A) I and III only
Recent amendments to the New Tax Regime allow salaried taxpayers to claim the standard deduction of fifty thousand rupees under Section 16(ia) and the employer's contribution to the National Pension System under Section 80CCD(2). However, individual contributions under Section 80CCD(1B) and professional tax deductions under Section 16(iii) remain disallowed under Section 115BAC.

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involving movement between different states or Union Territories and subsequently apportions revenue between the centre and destination state.

50. (D) Direct tax burden cannot be shifted, whereas indirect tax burden is shifted to the final consumer.
Direct taxes, such as income tax, are levied directly on an individual's or entity's income, and the legal liability as well as financial burden cannot be transferred to others. In contrast, indirect taxes, like GST, are levied on goods and services, allowing suppliers to shift the tax burden forward to the ultimate consumer.

51. (A) Services provided to its students, faculty, and staff.
Under GST notifications, services provided by an educational institution directly to its students, faculty, and administrative staff are explicitly exempt from tax. However, commercial activities such as renting premises to external entities, providing consultancy, or conducting public summer camps for separate fees do not qualify for exemption and remain fully taxable.

52. (C) An institution providing education per a curriculum for a qualification recognized by law.
Under GST law, an educational institution for the school sector is defined as an entity providing services by way of education as part of a curriculum required for obtaining a qualification recognized by any Indian law. Recognized primary, secondary, and senior secondary schools fall directly within the scope of this statutory tax exemption.

53. (A) Fully exempt from GST
Educational institutions providing education up to higher secondary level are fully exempt from GST regarding core educational services. Examination fees collected from enrolled students for conducting terminal, board, or entrance examinations form an integral part of educational services provided by the school and are strictly exempt from any GST liability.

54. (A) I, II and III only
Under GST exemption notifications, specific inbound services provided to schools providing education up to higher secondary level are exempt from GST. These include student and staff transportation, catering and mid-day meal schemes, and security, cleaning, or housekeeping services. Supply of online journals is exempt only for institutions providing higher post-secondary education.

55. (B) The service is exempt from GST as student transport to a school up to higher secondary.
GST rules specifically exempt services provided to an educational institution offering pre-school education or education up to higher secondary school when those services involve the transportation of students, faculty, and staff. Therefore, the invoice issued by a private transport agency exclusively for student bus services is fully exempt from GST.

56. (C) The GST paid forms part of computer cost because schools offering exempt services cannot claim ITC.
Educational institutions providing exempt educational services are not registered under GST for output tax liability and are ineligible to claim Input Tax Credit on purchases. Consequently, any GST paid by a government school on capital goods, like desktop computers, cannot be recovered or offset, and becomes part of the total asset cost.

57. (D) That the correct HSN code and GST rate are charged, as school procurement of goods is taxable.
While educational services provided by schools are exempt from GST, the purchase of taxable goods and equipment by schools from commercial suppliers attracts applicable GST rates. The Principal must verify that the vendor correctly identifies the Harmonized System of Nomenclature code and applies the prescribed statutory tax rate on the procurement invoice.

58. (B) Rs. 2,50,000
Under Section 51 of the CGST Act, government departments, local authorities, and specified public establishments are required to deduct tax at source under GST on payments made to suppliers of taxable goods or services. This mandatory TDS requirement applies whenever the total value of supply under an individual contract exceeds two lakh fifty thousand rupees.

59. (B) 2% (1% CGST + 1% SGST)
When a government entity awards a taxable contract exceeding two lakh fifty thousand rupees, tax must be deducted at source under GST provisions. The prescribed statutory rate

for TDS under GST is two percent, comprising one percent Central GST and one percent State GST for intra-state transactions, calculated on total invoice value excluding GST.

60. (B) I, II and IV only
Mid-day meal schemes and affiliation fees paid by educational institutions to boards are exempt from GST. Similarly, the commercial sale of school uniforms by private traders directly to students is a taxable supply of goods. However, admission tests conducted by schools are explicitly exempt from GST, making statement III incorrect.

61. (A) Tax Deduction and Collection Account Number
TAN stands for Tax Deduction and Collection Account Number. It is a ten-digit alphanumeric code issued by the Income Tax Department to entities and individuals who are required to deduct or collect tax at source on payments made under the provisions of the Income Tax Act, 1961.

62. (C) Any person or entity, including a DDO, responsible for deducting TDS.
Under Section 203A of the Income Tax Act, every individual or organization responsible for deducting tax at source or collecting tax at source must obtain a Tax Deduction and Collection Account Number. This statutory obligation applies to Drawing and Disbursing Officers in government offices and schools processing salary and vendor payments.

63. (D) 4 alphabets, 5 numbers, 1 alphabet
The Tax Deduction and Collection Account Number is a unique ten-character alphanumeric code structured in a specific sequence. It consists of the first four characters as alphabets, followed by five numerical digits, and concludes with a single alphabet character at the end, which acts as a system validation check digit.

64. (C) The TDS return will be rejected by the system.
Quoting the valid Tax Deduction and Collection Account Number is a legal requirement on all TDS challans, returns, and tax deduction certificates. If a Drawing and Disbursing Officer fails to quote the TAN or provides an invalid TAN, the tax filing portal and automated processing systems will reject the quarterly TDS return.

65. (D) A is false but R is true
A Permanent Account Number and a Tax Deduction Account Number serve distinct statutory functions under the Income Tax Act. PAN identifies a taxpayer's personal tax identity, whereas TAN is required specifically for deducting and remitting tax at source. A DDO cannot substitute a PAN for a TAN when filing quarterly TDS returns.

66. (A) Form 24Q
Form 24Q is the statutory quarterly return used by Drawing and Disbursing Officers and employers to report tax deducted at source from salary payments under Section 192. It contains detailed information about salary payments, tax deducted, and challan details deposited into the government account during each quarter of the financial year.

67. (A) Filing TDS on non-salary payments like contractor or professional fees.
Form 26Q is the quarterly tax deduction return required to be filed by deductors for all payments made to resident individuals or entities other than salary payments. It captures tax deducted at source under various sections such as payments to contractors, professional fees, interest payments, rent, and commission during the quarter.

68. (C) Annual salary details, tax computation, and deductions claimed per employee.
Annexure II of Form 24Q is a mandatory annual statement submitted exclusively in the fourth quarterly TDS return. It provides a comprehensive employee-wise breakdown of total salary paid, allowable tax exemptions, standard deduction, Chapter VI-A deductions claimed, total taxable income, and final tax liability computed for the entire financial year.

69. (B) 31st July
According to the Income Tax Rules, quarterly TDS returns must be submitted by deductors within specified deadlines following the end of each financial quarter. For the first quarter covering April to June, the statutory due date for filing Form 24Q with the Income Tax Department is the thirty-first day of July.

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70. (D) Late fee of Rs. 200 per day of default, capped at the TDS amount.
Under Section 234E of the Income Tax Act, failing to file a quarterly TDS return by the due date attracts a mandatory late fee of two hundred rupees for every day the default continues. However, the total cumulative late fee calculated cannot exceed the total amount of tax deductible for that quarter.

71. (B) Downloading Form 16, checking challan status, and managing TDS defaults.
TRACES is an online portal operated by the Income Tax Department designed specifically for tax deductors and taxpayers. Drawing and Disbursing Officers use TRACES to download system-generated Form 16 and Form 16A certificates, verify tax payment challan statuses, process quarterly return corrections, and reconcile outstanding tax deduction defaults.

72. (C) Form 12BB
Form 12BB is a statutory statement prescribed under Rule 26C of the Income Tax Rules. Salaried employees use Form 12BB to furnish details and claims of tax exemptions, house rent allowance, leave travel concessions, housing loan interest, and deductions under Chapter VI-A, supported by proof, to the employer for accurate TDS computation.

73. (D) PAN of the lender (bank/financial institution).
To claim tax deduction for housing loan interest under Section 24(b) through the employer, an employee must submit Form 12BB along with an interest certificate issued by the lending institution. Income tax rules require the employee to explicitly state the Permanent Account Number of the lender bank or financial institution providing the loan.

74. (A) Form 10E
When an employee receives arrears or advance salary in a financial year, tax liability may increase due to higher slab rates. Section 89(1) offers tax relief to mitigate this burden. To claim this relief through the employer during TDS calculation, the employee must electronically submit Form 10E on the income tax portal.

75. (D) I, II and III
Drawing and Disbursing Officers must adhere to strict tax compliance requirements. These include accurately computing and deducting tax at source from salary payments, remitting deducted amounts to the central government account within seven days following the month of deduction, and filing accurate quarterly TDS returns on or before statutory due dates.

76. (B) To view a consolidated tax statement of TDS, advance tax, and tax credits.
Form 26AS is a consolidated annual tax credit statement linked to a taxpayer's Permanent Account Number. It allows taxpayers to verify all tax deducted at source by employers and payers, tax collected at source, advance taxes deposited, self-assessment tax payments, and tax refunds processed by the department during the financial year.

77. (A) DDO failed to file TDS return or quoted an incorrect PAN for employee.
Form 26AS entries are automatically populated based on quarterly TDS returns filed by deductors. If salary tax deducted by an employer does not appear in an employee's Form 26AS, the issue typically stems from the DDO failing to submit the return or erroneously entering an incorrect Permanent Account Number during return filing.

78. (C) Income from Lottery and Gambling
Under Section 14 of the Income Tax Act, total income is categorized strictly under five heads: Salaries, Income from House Property, Profits and Gains of Business or Profession, Capital Gains, and Income from Other Sources. Income from lotteries and gambling is not a separate head, but is taxed under Other Sources.

79. (C) Section 80DD
Section 80DD of the Income Tax Act allows a resident individual to claim a deduction for expenditure incurred on the medical treatment, training, or rehabilitation of a dependent family member with a disability. The section provides fixed flat deduction amounts based on whether the certified disability is standard or severe.

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80. (A) Both A and R are true and R is the correct explanation of A
Under circulars issued by the Central Board of Direct Taxes, an employer must verify rent receipts to grant House Rent Allowance exemption when rent paid exceeds three thousand rupees monthly. The DDO is legally obliged to

property is deductible up to two lakh rupees under Section 24(b), and principal repayment is eligible under Section 80C. Under the New Tax Regime, no deduction is available for interest paid on housing loans for self-occupied property or for principal repayment.

40. (C) Reject the request, as regime choice intimated to DDO cannot be modified during the FY for TDS.
Once an employee intimates their choice of tax regime to the Drawing and Disbursing Officer for the purpose of monthly tax deduction at source, that choice cannot be modified during the ongoing financial year for payroll deductions. The employee can, however, switch tax regimes when filing their final annual income tax return online.

41. (D) Permanent Account Number
PAN stands for Permanent Account Number, a unique ten-character alphanumeric identifier issued by the Income Tax Department of India under the supervision of the Central Board of Direct Taxes. It serves as a vital national identification number to track financial transactions, prevent tax evasion, and link all tax-related payments made by an entity.

42. (A) TDS is deducted at 20% or applicable rate, whichever is higher.
Under Section 206AA of the Income Tax Act, any person receiving taxable income who fails to furnish a valid Permanent Account Number to the tax deductor is subject to higher tax deduction rates. The employer is legally required to deduct tax at source at twenty percent or the prevailing rate, whichever rate is higher.

43. (B) Single-day cash deposit exceeding Rs. 50,000 in a bank account
Under Rule 114B of the Income Tax Rules, quoting a Permanent Account Number is mandatory for specified financial transactions to monitor high-value cash flows. Depositing cash exceeding fifty thousand rupees in a single day into any banking institution or cooperative bank mandates the disclosure of a valid PAN by the account holder or depositor.

44. (B) It becomes inoperative, resulting in higher TDS rates and inability to file tax returns.
Tax laws require individual taxpayers to link their Permanent Account Number with their Aadhaar number. If an individual fails to complete this linkage within statutory deadlines, the PAN becomes inoperative. Consequently, higher rates of tax deduction at source apply, pending tax refunds are withheld, and filing income tax returns becomes legally prohibited.

45. (B) I and III only
Employees must provide their valid PAN to enable the employer to file quarterly tax returns accurately. Discrepancies in PAN reporting lead to tax credit mismatches in Form 26AS. Furthermore, any individual is entitled to apply for and hold a PAN regardless of whether their total annual income exceeds the basic taxable threshold.

46. (C) Goods and Services Tax
GST stands for Goods and Services Tax, a comprehensive indirect tax implemented across India to replace multiple indirect taxes levied by central and state governments. It functions as a single, multi-stage, destination-based tax levied on the manufacture, sale, and consumption of goods and provision of services throughout the nation.

47. (D) CGST and SGST
India operates a dual GST framework where both the central government and state governments simultaneously levy taxes on taxable supplies. When a supply of goods or services occurs within the geographical boundaries of the same state, it is classified as an intra-state supply, attracting Central GST and State GST in equal statutory proportions.

48. (A) Both A and R are true and R is the correct explanation of A
Goods and Services Tax is structured as a destination-based consumption tax. This core principle mandates that tax revenue accrued from a transaction flows directly to the jurisdiction or state where the final consumption of goods or services takes place, rather than to the state where the manufacturing or initial supply originated.

49. (B) Inter-state supplies and imports
Integrated Goods and Services Tax is governed by the IGST Act and applies to all inter-state supplies of goods and services, as well as cross-border imports into India. The central government collects IGST on transactions

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91. (B) Allowed as a deduction under Section 16(iii).
Professional tax or tax on employment levied by state governments is deductible from gross salary under Section 16(iii) of the Income Tax Act. The deduction is allowed in the specific financial year in which the tax is actually paid by or on behalf of the employee, thereby reducing overall taxable salary income.

92. (B) No, as commuting expenses are subsumed under the Standard Deduction.
Personal commuting expenses incurred by an employee travelling between home and place of work are personal expenditures and cannot be claimed separately as itemized tax deductions. The statutory Standard Deduction allowed from gross salary under Section 16(ia) was designed to cover routine employment-related expenses, including general daily local transport and commuting costs.

93. (B) Rs. 5,000
Section 234F of the Income Tax Act prescribes a mandatory late fee for filing an Income Tax Return after the statutory due date. If an individual files their tax return after the prescribed deadline but before the end of the assessment year, and total income exceeds five lakh rupees, the late fee is five thousand rupees.

94. (C) File a Revised Return under Section 139(5) within time limits.
If a taxpayer discovers an omission, error, or wrong statement in their original tax return, Section 139(5) permits filing a revised income tax return. The revised return must be filed before the prescribed statutory deadline, effectively replacing the original return and rectifying errors without requiring administrative permission or paying penalties.

95. (D) Deny the request, as the DDO cannot waive the statutory obligation to deduct TDS evenly.
Under Section 192 of the Income Tax Act, the Drawing and Disbursing Officer has a mandatory statutory responsibility to deduct tax at source regularly and proportionally across all salary billing cycles. A DDO possesses no legal authority or administrative discretion to waive, defer, or pause monthly tax deductions based on employee personal hardship.

96. (C) Section 89(1)
Section 89(1) of the Income Tax Act provides tax relief to taxpayers who receive salary arrears or advance salary in a single financial year. Because lump-sum arrears can push total income into a higher tax bracket, Section 89(1) allows tax recalculation based on original assessment years, reducing additional tax burden caused by delayed payments.

97. (B) When the DDO deducts less tax than required as per applicable rules.
In TDS compliance, a short deduction occurs when the deductor or Drawing and Disbursing Officer deducts an amount of tax at source lower than the statutory tax liability required under tax rules. Short deductions lead to penal interest under Section 201(1A) until the shortfall is fully rectified and paid to the central government.

98. (D) It is treated as a perquisite (Rent-Free Accommodation) and added to taxable salary.
Providing residential accommodation to an employee by an employer, including government quarter allotments to school Principals, is classified as a taxable perquisite under Section 17(2) of the Income Tax Act. The perquisite value of rent-free accommodation is calculated according to prescribed tax valuation rules and added directly to gross taxable salary.

99. (A) No, because schools supply exempt services, making the composition scheme inapplicable.
The GST Composition Scheme under Section 10 of the CGST Act is designed for small taxable businesses to pay tax at flat rates. Since educational institutions primarily supply exempt educational services, they do not make taxable supplies required for composition registration. Consequently, government schools cannot opt for the GST composition scheme.

100. (C) Form 16A
Form 16A is the statutory Tax Deducted at Source certificate issued under Section 203 of the Income Tax Act for non-salary transactions. When a deductor deducts tax at source on payments made to contractors, professionals, landlords, or interest payees, the deductor must generate and issue Form 16A to the recipient summarizing tax deductions.

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20. (A) Both A and R are true and R is the correct explanation of A
Employers are legally mandated to compute accurate tax liabilities for employees under Section 192. To allow tax deductions under Chapter VI-A and lower the monthly tax deduction amount, the Drawing and Disbursing Officer must receive and verify valid documentary evidence of investments. Without documentary proof, the employer must compute tax on gross taxable salary.

21. (A) It is a certificate of tax deducted at source from salary income.
Form 16 is a mandatory statutory certificate issued by an employer to an employee under Section 203 of the Income Tax Act. It serves as official evidence detailing the total salary paid, exemptions granted, tax deducted at source, and tax deposited with the government treasury during the financial year, aiding annual tax filing.

22. (D) Summary of tax deducted and deposited, generated from TRACES.
Part A of Form 16 provides a system-generated summary downloaded directly from the TRACES portal. It contains essential identification details, including the employer's Tax Deduction Account Number, Permanent Account Number, employee's details, quarterly tax deduction figures, and specific tax deposit challan receipt numbers confirming credit to the central government treasury for the given financial year.

23. (C) 15th June of the assessment year
Under Income Tax Rules, every employer responsible for deducting tax from salaries must issue Form 16 to the employee annually. The statutory deadline for issuing this tax deduction certificate is the fifteenth day of June immediately following the end of the financial year in which the tax was deducted at source by the disbursing officer.

24. (B) Form 16A
Form 16A is the statutory Tax Deducted at Source certificate issued for payments made to individuals or entities other than regular salaried employees. Whenever tax is deducted on payments like professional fees, contractor charges, rent, or interest, the deductor must issue Form 16A, which is generated quarterly through the official TRACES portal of the tax department.

25. (D) Generate and issue a duplicate Form 16 from the TRACES portal and school records.
If an employee loses their original tax deduction certificate, the employer or Drawing and Disbursing Officer is fully authorized to issue a duplicate Form 16. The duplicate certificate is downloaded from the official TRACES portal and certified using organizational records, enabling the employee to complete their annual income tax return filing without administrative delay.

26. (A) Computation of taxable salary, exemptions, and Chapter VI-A deductions.
Part B of Form 16 is an annexure prepared by the employer that details the complete breakup of salary income paid to the employee. It includes gross salary components, allowable tax exemptions, standard deduction, deductions under Chapter VI-A, net taxable salary income, and the final net tax liability calculation for the financial year.

27. (B) Both employers issue separate Form 16s for their respective employment periods.
When an employee changes jobs during a financial year, each employer is legally responsible for deducting tax and reporting income for the duration of employment under their management. Consequently, both the previous employer and current employer must independently issue separate Form 16 certificates covering the specific salary amounts paid and tax deducted during their respective tenures.

28. (B) 40% of salary
For employees residing in metro cities like Delhi, Mumbai, Kolkata, or Chennai, House Rent Allowance exemption under Section 10(13A) is calculated as the minimum of three amounts: actual HRA received, fifty percent of salary, and rent paid exceeding ten percent of salary. Forty percent of salary applies exclusively to non-metro locations across India.

29. (A) Basic Pay + DA (entering retirement benefits) + fixed percentage Commission on turnover
For calculating statutory House Rent Allowance exemption under the Income Tax Act, the definition of salary is restricted to specific

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(C) A is true but R is false
(D) A is false but R is true

8. In an educational institution, who among the following is most appropriate to be appointed as the external member of the Internal Complaints Committee (ICC)?
(A) A senior male educator serving in a neighboring government school
(B) The primary drawing and disbursing officer of the institution
(C) An individual from an NGO committed to the cause of women
(D) The current President of the local School Management Committee

9. What is the statutory time limit provided under the POSH Act 2013 for an aggrieved woman to file a complaint of sexual harassment from the date of the incident?
(A) Within one month from the date of incident
(B) Within three months from the date of incident
(C) Within six months from the date of incident
(D) Within twelve months from the date of the incident

10. If an aggrieved woman is unable to make a complaint of sexual harassment on account of her physical or mental incapacity, who among the following is explicitly authorized by the Rules to file the complaint on her behalf?
(A) Her legal heir, relative, friend, co-worker, or an NCW officer
(B) Only her legal heir, immediate family relative, or legal guardian
(C) Only a co-worker who witnessed the alleged incident firsthand
(D) The Internal Complaints Committee on a mandatory suo motu basis

11. Prior to initiating an inquiry, the Internal Complaints Committee (ICC) can take steps to settle the matter between the aggrieved woman and the respondent through conciliation. Which of the following is a strict condition for this conciliation process under the POSH Act?
(A) The settlement must involve mandatory monetary compensation to the woman.
(B) Conciliation can only be initiated at the aggrieved woman's request.
(C) The conciliation process must be completed within fifteen days of complaint.
(D) The respondent must submit a formal written admission of guilt in advance.

12. Consider the following statements regarding the inquiry procedure under the POSH Act 2013:
I. The inquiry must be completed within a period of ninety days.
II. Both parties are permitted to bring legal practitioners to represent them in their case before the ICC.
III. The ICC has the same powers as are vested in a civil court under the Code of Civil Procedure, 1908, in respect of summoning and enforcing attendance.
Which of the above statement(s) is/are correct?
(A) I and II
(B) II and III
(C) I and III
(D) I, II and III

13. During the pendency of an inquiry under the POSH Act 2013, the Internal Complaints Committee may recommend the employer to grant interim relief. Which of the following is NOT a permissible interim relief measure?
(A) Deduct a lump sum amount from the salary of the respondent as a preemptive penalty
(B) Transfer the aggrieved woman or the respondent to any other workplace
(C) Grant leave to the aggrieved woman up to a period of three months
(D) Restrain the respondent from reporting on the work performance of the aggrieved woman

14. An aggrieved female teacher submits a written request for interim leave while a POSH inquiry against a senior staff member is pending. If granted, how does this leave affect her regular leave balance?
(A) It is deducted directly from her accrued Earned Leave account.
(B) It is deducted from her Casual Leave or Half Pay Leave account.
(C) It is granted in addition to her regular leave entitlement.
(D) It is mandatorily treated as Leave Without Pay for the period.

15. A Head of School receives the inquiry report from the ICC establishing that a PGT has sexually harassed a female colleague. The ICC recommends disciplinary action as per service rules. What is the statutory timeline within

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(D) All of the above

62. Which of the following statements about the "Local Complaints Committee" (LCC) under the POSH Act is incorrect?
(A) It receives complaints from establishments where the ICC has not been constituted due to having less than 10 workers.
(B) The District Officer designates a nodal officer in every block, taluka and tehsil to receive complaints and forward them to the LCC.
(C) The LCC can only hear complaints from unorganized sector workers and domestic workers, not from educational institutions.
(D) At least one member of the LCC must be a woman with a background in law or legal knowledge.

63. Under the POSH Act 2013, what defines a "workplace" in the context of an educational institution?
(A) Classrooms, administrative blocks, and staff areas within the main school building
(B) Places where formal teaching occurs, strictly excluding official school transport
(C) Any educational area specified in the service contract of the teaching staff
(D) School premises, grounds, transport, and places visited during school excursions

64. Consider the following statements regarding the applicability of the POSH Act 2013:
Assertion (A): The POSH Act 2013 is gender-neutral regarding the aggrieved person, protecting both men and women from sexual harassment at the workplace.
Reason (R): The Constitution of India guarantees the right to equality to all genders.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

65. If the Internal Complaints Committee (ICC) finds that an aggrieved woman has been sexually harassed but the service rules of the organization do not prescribe specific penalties for sexual harassment, what action can the employer take?
(A) The employer cannot take any action until the formal service rules of the institution are duly amended.
(B) The employer may deduct a sum from the respondent's salary as recommended, under POSH rules.
(C) The employer must transfer the case to a competent civil court for the determination of an appropriate penalty.
(D) The employer can only issue a formal verbal or written warning as no penalties are prescribed in service rules.

66. As per the POSH Rules, a complaint of sexual harassment must contain:
(A) The verified signatures of at least two independent colleagues who witnessed the incident
(B) A sworn affidavit executed before a first-class judicial magistrate by the aggrieved woman
(C) A comprehensive medical certificate establishing severe emotional distress or mental trauma
(D) Six copies of the complaint with supporting documents and witness contact details

67. The POSH Act 2013 mandates that the Internal Complaints Committee shall have one member from amongst non-governmental organizations or associations committed to the cause of women. How is this member remunerated?
(A) An allowance for holding ICC proceedings, paid by the employer.
(B) A fixed monthly salary equivalent to a gazetted officer, paid by the state government.
(C) Honorarium paid directly by the State Commission for Women from official funds.
(D) No monetary compensation, as they serve on a completely voluntary, unpaid basis.

68. A female employee files a POSH complaint but resigns from the school two weeks later to join another organization. The respondent demands that the inquiry be dropped since she is no longer an employee. What is the correct legal position?
(A) The ICC must drop the inquiry as it automatically loses jurisdiction upon the employee's resignation.
(B) The ICC must immediately transfer the pending inquiry file to the Local Complaints Committee of the district.
(C) The ICC is bound to continue and conclude the inquiry into the workplace incident.
(D) The ICC can only proceed if the woman's new employer officially issues a No Objection

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II. The report must state the number of complaints of sexual harassment received in the year.
III. The report must state the number of complaints disposed of during the year.
IV. The report must include the complete names and designations of the aggrieved women to ensure transparency.

Which of the above statement(s) is/are correct?
(A) I, II and III
(B) II, III and IV
(C) I, II and IV
(D) I, III and IV

23. If an employer fails to constitute an Internal Complaints Committee as required under the POSH Act 2013, what is the penalty prescribed for the first conviction?
(A) A fine which may extend to ₹10,000
(B) A fine which may extend to ₹50,000
(C) Imprisonment for a term extending up to six months
(D) Derecognition of the institution

24. Match the following timelines under the POSH Act 2013 with their corresponding actions:

List I: (Action)
P. Filing a complaint
Q. Completing the inquiry
R. ICC submitting report to employer
S. Employer acting on the recommendation

List II: (Timeline)
1. Within 60 days
2. Within 90 days
3. Within 10 days
4. Within 3 months

(A) P-4, Q-2, R-3, S-1
(B) P-3, Q-2, R-4, S-1
(C) P-4, Q-1, R-3, S-2
(D) P-2, Q-4, R-1, S-3

25. An aggrieved woman submits a complaint of sexual harassment to the ICC. During the inquiry, it is discovered that the woman had forged an email to present as documentary evidence against the respondent. What action can the ICC take?
(A) The ICC cannot evaluate documentary evidence as that power rests solely with a civil court of law.
(B) The ICC must dismiss the complaint entirely but has no power to recommend action against the woman.
(C) The ICC must immediately transfer the case file to the Local Complaints Committee for further trial.
(D) The ICC may recommend employer action against the woman for forging documents, per service rules.

26. In the context of the POSH Act 2013, which of the following best defines the concept of 'Quid Pro Quo' sexual harassment?
(A) Offering a promotion in exchange for sexual favors
(B) Creating a hostile or intimidating work environment
(C) Passing lewd comments in the staff room
(D) Displaying offensive posters on the notice board

27. The Principal of a school receives a written complaint from a female sweeper employed through an outsourced agency, alleging that the school's regular librarian sexually harassed her. The Principal argues that since the sweeper is a contract worker, the school's ICC has no jurisdiction. As per the POSH Act, is the Principal's stand correct?
(A) Yes, because contract workers must submit complaints directly to the Local Complaints Committee of the district.
(B) No, as the POSH Act definition of employee explicitly includes workers on a contract basis.
(C) Yes, because the internal jurisdiction of the school's ICC is strictly limited to regular and permanent staff.
(D) No, but the matter must be referred immediately to the local police department rather than the school ICC.

28. If an aggrieved woman is not satisfied with the findings or the recommendation of the ICC, what recourse is available to her under the POSH Act 2013?
(A) She may file an appeal before the National Commission for Women within thirty days.
(B) She can appeal to the court or tribunal under service rules within 90 days.
(C) She can demand the immediate dissolution and reconstitution of the ICC for a fresh inquiry.
(D) She has no further legal recourse available under the law once the report is finalized.

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29. Which of the following is NOT an essential qualification or criterion for the Presiding Officer of the Internal Complaints Committee?
(A) Must possess a degree in Law (LLB)
(B) Must be a woman
(C) Must be employed at a senior level at the workplace
(D) Must be nominated by the employer

30. During a POSH inquiry, the respondent claims that the aggrieved woman is repeatedly absenting herself from the ICC hearings without sufficient cause to delay the proceedings. Under the rules, what action can the ICC take in such a scenario?
(A) The ICC may issue a formal arrest warrant against the aggrieved woman for non-appearance.
(B) The ICC must stay all inquiry proceedings indefinitely until the woman decides to attend.
(C) The ICC can terminate proceedings or pass an ex-parte decision with 15 days written notice.
(D) The ICC must automatically exonerate the respondent and dismiss all charges without delay.

31. Consider the following statements regarding legal representation in ICC proceedings under the POSH Act 2013:
Assertion (A): The POSH Act 2013 prohibits the presence of legal practitioners to represent the parties during the inquiry proceedings of the ICC.
Reason (R): The objective is to keep the inquiry procedure informal, non-adversarial, and free from legal technicalities that may intimidate the aggrieved woman.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

32. In case the workplace has less than 10 workers, or if the complaint is against the employer himself, to whom should the complaint of sexual harassment be made?
(A) The Internal Complaints Committee of a neighboring institution
(B) The State Commission for Women
(C) The Local Complaints Committee (LCC)
(D) The nearest Magistrate Court

33. Which Chapter of the POSH Act 2013 specifically deals with the "Constitution of Internal Complaints Committee"?
(A) Chapter I
(B) Chapter II
(C) Chapter III
(D) Chapter V

34. What is the primary focus of the Protection of Children from Sexual Offences (POCSO) Act, 2012?
(A) To ensure universal access to free and compulsory primary education for all children
(B) To comprehensively regulate legal adoption procedures and welfare of orphaned children
(C) To strictly prohibit and eliminate child labor in all hazardous industrial sectors
(D) To protect children from sexual assault, sexual harassment, and pornography

35. According to Section 2 of the POCSO Act 2012, a "child" means any person below the age of:
(A) 14 years
(B) 16 years
(C) 18 years
(D) 21 years

36. Consider the following statements regarding the reporting of offences under Section 19 of the POCSO Act 2012:
I. Any person who has an apprehension that an offence under this Act is likely to be committed must provide such information to the Special Juvenile Police Unit or the local police.
II. The mandatory reporting provision applies only to parents and teachers, not to the general public.
III. The information reported shall be recorded in writing and read over to the informant.
Which of the above statement(s) is/are correct?
(A) I only
(B) I and III
(C) II and III
(D) I, II and III

37. A school counselor discovers during a session that a 15-year-old student has been subjected to sexual abuse by a family member. The student begs the counselor not to tell anyone, fearing family retaliation. The counselor decides to maintain absolute confidentiality and does not report it to the authorities. Under the POCSO

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Act 2012, what is the legal consequence of the counselor's action?
(A) The counselor commits an offence under Section 21 for failure to report.
(B) The counselor is completely protected by professional confidentiality privilege.
(C) The counselor is subject only to departmental action, not criminal prosecution.
(D) The counselor has no legal obligation to report abuse occurring outside school.

38. Section 21 of the POCSO Act 2012 prescribes the penalty for failure to report an offence or record a complaint. What is the standard punishment for a person who fails to report an offence?
(A) Imprisonment for a term which may extend to one year, or fine, or both
(B) Imprisonment for a term which may extend to two years, or fine, or both
(C) Mandatory monetary fine of ₹50,000 along with probation for six months
(D) Imprisonment extending up to six months, or fine, or both

39. Which of the following circumstances constitutes "Aggravated Penetrative Sexual Assault" under Section 5 of the POCSO Act 2012?
(A) When the offence is committed by a person in a position of trust or authority towards the child
(B) When the offence is committed by a person on the management or staff of a school against a child in that school
(C) When the child is under twelve years of age
(D) All of the above

40. Under the POCSO Act 2012, what is the minimum punishment prescribed for the offence of Aggravated Penetrative Sexual Assault?
(A) Seven years of rigorous imprisonment
(B) Ten years of rigorous imprisonment
(C) Twenty years rigorous imprisonment
(D) Imprisonment for life without parole

41. When recording the statement of a child under Section 24 of the POCSO Act, which of the following child-friendly procedures must be strictly followed?
(A) The statement must be recorded only in a special juvenile court.
(B) The statement shall be recorded by a police officer not below the rank of Inspector.
(C) The child must be cross-examined by the accused immediately after recording the statement.
(D) The statement shall be recorded by a woman police officer not in uniform.

42. A Principal receives a report of sexual abuse of a child by a teacher inside the school. The Principal immediately suspends the teacher and initiates a departmental inquiry but decides not to involve the police to "protect the reputation of the school". Under the POCSO Act, how is this decision viewed?
(A) It is a violation of Section 19, making the Principal liable for punishment under Section 21.
(B) It is legally sound as departmental remedies must be exhausted first.
(C) It is permissible if the parents of the child agree in writing not to file a police complaint.
(D) It is an administrative discretion granted to Heads of Institutions.

43. Under Section 23 of the POCSO Act 2012, what is the rule regarding the disclosure of the identity of a child victim by the media?
(A) It is freely permitted provided the victim child is above sixteen years of age.
(B) Disclosure of the child's identity is prohibited unless permitted by the Special Court.
(C) It can be disclosed if parents give written consent to the media or investigating officer.
(D) The identity can be publicly disclosed once trial concludes and judgment is delivered.

44. As per the POCSO Act 2012, which court is designated to try offences committed under this Act?
(A) The Family Court designated under the Family Courts Act
(B) The Special Court designated by the State Government
(C) The Juvenile Justice Board constituted in the district
(D) The Executive Magistrate Court having local jurisdiction

45. In cases of offences under the POCSO Act, the medical examination of the child victim must be conducted in the presence of:
(A) A parent or trusted person in whom the child has confidence
(B) The senior Investigating Police Officer in charge of the case
(C) A Judicial Magistrate appointed by the District Sessions Court

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(A) Official Contingent Register audited annually by the District Education Officer
(B) Record of employee POSH awareness workshops, training, and sensitization programs
(C) Dedicated Stock Register maintained for POSH educational materials and circulars
(D) Confidential Character Roll and complete service records of all female employees

77. According to POCSO Rules, 2020, who is primarily responsible for ensuring that the child receives pre-trial counseling and psychological support?
(A) The Child Welfare Committee and Support Persons
(B) The primary Investigating Police Officer assigned to the case file
(C) The Principal or administrative Head of the child's institution
(D) The designated Public Prosecutor representing the state in court

78. A class teacher notices a sudden, severe behavioral change in a 7-year-old student, including drawing sexually explicit images and showing extreme fear of a particular school bus driver. The teacher reports this to the Principal. What is the immediate legal obligation of the Principal under the POCSO Act?
(A) Summon the bus driver to the office for preliminary internal interrogation before deciding action.
(B) Strictly observe the driver for one month to gather concrete documentary evidence of misconduct.
(C) Inform the local police or SJPU immediately based on apprehension of abuse.
(D) Contact parents and strongly advise them to withdraw the child from the school transport facility.

79. What defines "aggravated sexual harassment" under Section 11 of the POCSO Act, which attracts a higher penalty?
(A) Harassment involving direct physical contact or coercive physical restraint of the victim
(B) Harassment carried out through digital devices, social media platforms, or electronic channels
(C) Harassment occurring specifically within the physical boundaries of a school classroom
(D) Harassment committed repeatedly or by a person in a position of trust or authority

80. Identify the incorrect statement regarding the handling of a POSH complaint:
(A) The ICC must observe the principles of natural justice during the inquiry.
(B) The parties are not allowed to bring legal practitioners to represent them.
(C) Ex-parte decisions cannot be given under any circumstances in a POSH inquiry.
(D) The ICC must provide a copy of the findings to both the employer and the parties.

81. Under the POCSO Act 2012, if the media publishes the name, address, or photograph of a child victim without authorization from the Special Court, what is the penalty for the publisher under Section 23?
(A) Imprisonment for a term which may extend to one year, or fine, or both
(B) Imprisonment for up to six months, or fine, or both
(C) A fixed monetary penalty of ₹1,00,000 imposed on the publisher
(D) Mandatory permanent seizure and confiscation of the printing press

82. Consider the following statements regarding procedure in respect of juveniles under the POCSO Act:
Assertion (A): Under the POCSO Act, the police must not arrest the accused immediately upon receiving information if the accused is a juvenile.
Reason (R): Juveniles in conflict with the law are governed by the procedures laid out in the Juvenile Justice (Care and Protection of Children) Act, 2015.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

83. Section 24 of the POCSO Act specifies that the statement of the child shall be recorded at:
(A) The child's residence or a place of their choice
(B) The local police station inside the primary interrogation room
(C) The official chambers of the presiding Special Court Judge
(D) The Principal's administrative office inside the school building

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station in the night for any reason.
IV. The identity of the child must not be disclosed in the public domain.
Which of the above statement(s) is/are correct?
(A) I, II and IV
(B) II, III and IV
(C) I, III and IV
(D) I, II, III and IV

54. According to Section 42 of the POCSO Act 2012, if an act constitutes an offence under the POCSO Act as well as under the Indian Penal Code (IPC), which law's punishment will apply?
(A) The punishment under the IPC will always apply.
(B) The punishment under the POCSO Act will always apply.
(C) The court has the absolute discretion to choose either Act irrespective of the quantum of punishment.
(D) The offender shall be punished under that Act which provides for a greater degree of punishment.

55. What does the term "SJPU" stand for in the context of the POCSO Act 2012?
(A) State Juvenile Protection Unit
(B) Special Juvenile Police Unit
(C) Standard Justice and Protection Unit
(D) System for Juvenile Penal Undertaking

56. Section 19 of the POCSO Act requires mandatory reporting. If a child tells a teacher about sexual abuse, but the child explicitly refuses to let the teacher report it because they are scared, what is the teacher's legal obligation?
(A) Respect the child's privacy and refrain from reporting the matter to external authorities.
(B) Wait until the child is emotionally ready and gives explicit verbal consent before reporting.
(C) Report immediately to the SJPU or local police, overriding the refusal.
(D) Direct the school counselor to conduct internal therapy sessions instead of police reporting.

57. Which section of the POCSO Act 2012 mandates the Central Government and State Governments to organize periodic training programmes on the provisions of this Act for police officers and other concerned persons?
(A) Section 19
(B) Section 39
(C) Section 43
(D) Section 46

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58. Under the POCSO Act, the Special Court has the power to order "compensation" for the child. This compensation is primarily intended for:
(A) Relief or rehabilitation of the child
(B) Punishing the offender financially
(C) Paying the legal fees of the Public Prosecutor
(D) Upgrading the infrastructure of the Special Court

59. What is the statutory time limit provided under Section 27 of the POCSO Act for conducting the medical examination of a child victim after the information of the offence is received?
(A) Within 12 hours
(B) Within 24 hours
(C) Within 48 hours
(D) Within 72 hours

60. A school Principal institutes a "POCSO Committee" in the school to investigate all complaints of child sexual abuse before forwarding them to the police. The committee is instructed to weed out "frivolous" complaints to protect the school's image. Evaluate this administrative action under the POCSO Act.
(A) It is an effective administrative practice designed to prevent false and frivolous cases against teachers.
(B) It is illegal, as POCSO mandates immediate police reporting without internal filtering by the school.
(C) It is legally permissible provided the internal inquiry committee completes its work within 24 hours.
(D) It is legally valid only if the internal committee mandatorily includes a legal advisor and a medical doctor.

61. Under the POSH Act 2013, if the Internal Complaints Committee (ICC) recommends the deduction of compensation from the salary of the respondent to be paid to the aggrieved woman, which of the following factors must be considered to determine the amount?
(A) The mental trauma, pain, suffering and emotional distress caused to the aggrieved woman
(B) The loss in the career opportunity due to the incident of sexual harassment
(C) The income and financial status of the respondent

(D) The Principal or Head of the educational institution concerned

46. What is the prescribed statutory time limit under Section 35 of the POCSO Act 2012 for the Special Court to complete the trial, as far as possible?
(A) Within three months from the date of taking cognizance of the offence
(B) Within six months from the date of taking cognizance of the offence
(C) Within one year from the date of taking cognizance of the offence
(D) Within two years from the date of the FIR

47. Section 29 of the POCSO Act 2012 introduces a critical legal principle regarding the burden of proof in cases of penetrative sexual assault. What is this principle?
(A) The burden of proof rests entirely on the child victim to establish guilt beyond reasonable doubt.
(B) The general presumption of innocence applies until the prosecution proves guilt beyond any reasonable doubt.
(C) The statutory burden of proof is divided equally between the prosecuting agency and the defense counsel.
(D) The Special Court presumes the accused committed the offence, placing the burden on the accused to rebut it.

48. Consider the following statements regarding the trial procedures under the POCSO Act 2012:
Assertion (A): During a trial under the POCSO Act, the child victim is not allowed to be directly cross-examined by the accused.
Reason (R): This procedure prevents the child from being re-traumatized by face-to-face confrontation with the accused.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

49. As per the child-friendly procedures outlined in Section 33 of the POCSO Act, how are the questions during cross-examination put to the child victim?
(A) The defense counsel asks cross-examination questions directly to the child in court.
(B) Questions are given to the Special Court Judge, who puts them to the child.
(C) The accused is permitted to ask cross-examination questions directly to the child.
(D) The Public Prosecutor evaluates and filters all questions before asking the child.

50. If a person commits an offence of sexual harassment against a child (as defined under Section 11 of the POCSO Act), what is the maximum punishment prescribed under Section 12?
(A) Imprisonment for a period extending up to one year
(B) Imprisonment for up to three years and fine
(C) Imprisonment for a period extending up to five years and fine
(D) Imprisonment for a period extending up to seven years

51. The "POCSO e-Box" is an online complaint management system for reporting sexual offences against children. Which statutory body operates and manages this mechanism?
(A) The National Commission for Protection of Child Rights
(B) The Central Bureau of Investigation, Ministry of Home Affairs
(C) The Union Ministry of Education, Department of School Education
(D) The Supreme Court of India through its Juvenile Justice Committee

52. If a false complaint is made under the POCSO Act with the intent to falsely implicate a person, what does Section 22 of the Act provide regarding a child who makes such a false complaint?
(A) The child is liable for juvenile detention or imprisonment for a term up to six months.
(B) The child is subjected to the exact statutory punishment as the accused would have faced.
(C) No punishment shall be imposed on a child for filing a false complaint under the Act.
(D) A mandatory monetary fine of ₹10,000 is imposed on the child, payable by the parents.

53. Consider the following statements regarding the recording of a child's statement under the POCSO Act 2012:
I. The statement should be recorded at the residence of the child or a place of their choice.
II. The police officer recording the statement must not be in uniform.
III. The child must not be detained in the police

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Certificate.

69. A school Principal is reviewing the school's POSH compliance checklist. Which of the following actions is a statutory mandate under the POSH Act, the non-compliance of which can lead to a monetary fine?
(A) Displaying penal consequences and the ICC constitution order at conspicuous workplace locations.
(B) Mandatory organization of monthly self-defense training camps for all female teaching staff.
(C) Mandatory appointment of a dedicated full-time psychological counselor for the school's ICC.
(D) Submission of detailed monthly employee status and compliance reports to the District Officer.

70. Which of the following is NOT a consequence if an employer repeatedly fails to comply with the provisions of the POSH Act (second or subsequent conviction)?
(A) Twice the punishment, which might have been imposed on a first conviction
(B) Cancellation of the registration of the entity
(C) Revocation of any statutory license required to carry on business or activities
(D) Immediate arrest of the employer without a warrant

71. Match the POCSO Act offences with their correct defining criteria:
List I: (Offence)
P. Sexual Assault
Q. Sexual Harassment
R. Penetrative Sexual Assault
S. Using child for pornographic purposes
List II: (Action)
1. Uttering words, making sounds, or gestures to exhibit body parts to a child
2. Inserting any object or a part of the body to any extent into the vagina, urethra, or anus of a child
3. Touching the vagina, penis, anus, or breast of a child intentionally
4. Using a child to create sexually explicit visual material
(A) P-3, Q-1, R-2, S-4
(B) P-2, Q-1, R-3, S-4
(C) P-3, Q-4, R-2, S-1
(D) P-1, Q-3, R-2, S-4

72. Under the POCSO Act, what is the age of consent for sexual activities?
(A) 14 years
(B) 16 years
(C) 18 years
(D) There is no specified age; it depends on the psychological maturity of the child.

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73. Consider the following statements regarding the trial procedures under the POCSO Act:
I. The trial shall be conducted in camera.
II. The Special Court must ensure that the child is not exposed in any way to the accused during the trial.
III. The Special Court can grant frequent adjournments if the defense counsel requires more time to cross-examine witnesses.
Which of the above statement(s) is/are correct?
(A) I and II
(B) II and III
(C) I and III
(D) I only

74. If an individual in charge of a school fails to report the commission of an offence under the POCSO Act, they are punishable under Section 21. Does this provision apply if the perpetrator is a juvenile (another student)?
(A) Yes, reporting is mandatory regardless of the perpetrator's age, with juveniles covered under JJ Act.
(B) No, the POCSO Act explicitly excludes applicability when the alleged perpetrator is himself a juvenile student.
(C) No, educational institutions are legally required to report only when the perpetrator is an adult staff member.
(D) Yes, but reporting is mandatory only if the victim's parents issue explicit written consent to report the minor.

75. Section 40 of the POCSO Act provides the child the right to take the assistance of which professional during the legal proceedings?
(A) A private detective
(B) A legal practitioner of their choice
(C) A civil surgeon
(D) A non-governmental organization (NGO) exclusively

76. In an educational institution context, which statutory register/record must the Principal maintain to prove compliance with the mandatory awareness provisions of the POSH Act?

which the Head of School (Employer) must act upon the recommendation of the ICC?
(A) Within 30 days of receiving the report
(B) Within 60 days of receiving the report
(C) Within 90 days of receiving the report
(D) Within 120 days of receiving the report

16. Section 16 of the POSH Act 2013 strictly prohibits the publication or disclosure of certain information. Which of the following is permitted to be disseminated regarding a POSH case?
(A) The full identity, contact details, and residential address of the aggrieved woman
(B) The official identity, designation, and statement details of all witnesses
(C) Anonymized information regarding justice secured to the victim
(D) Specific details of conciliation proceedings including full names of all parties

17. If any person entrusted with the duty to handle the complaint under the POSH Act contravenes the confidentiality provisions of Section 16, what penalty does the Act prescribe for them?
(A) Mandatory statutory imprisonment for a term of up to three months
(B) Penalty as prescribed under the applicable service rules
(C) A fixed monetary penalty of ₹50,000 imposed by a judicial magistrate
(D) Immediate administrative termination from service without further inquiry

18. Consider the following statements regarding complaints under the POSH Act 2013:
Assertion (A): The POSH Act 2013 provides for penalizing the aggrieved woman if she makes a false or malicious complaint of sexual harassment.
Reason (R): The intent is to prevent misuse of the law, but mere inability to substantiate a complaint or provide adequate proof does not automatically make the complaint false or malicious.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

19. Under the POSH Act 2013, if the Internal Complaints Committee arrives at the conclusion that the allegation against the respondent has not been proved, what should be its recommendation to the employer?
(A) That no action is required to be taken in the matter
(B) To initiate action against the woman for false complaint automatically
(C) To transfer both parties to different departments to maintain harmony
(D) To issue a formal warning to the respondent despite lack of proof

20. Consider the following statements regarding the duties explicitly mandated for an employer under Section 19 of the POSH Act 2013:
I. Provide a safe working environment at the workplace.
II. Display at any conspicuous place in the workplace, the penal consequences of sexual harassments and the order constituting the ICC.
III. Organize workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act.
IV. Provide necessary facilities to the ICC for dealing with the complaint and conducting an inquiry.
Which of the above statement(s) is/are correct?
(A) I, II and III
(B) II, III and IV
(C) I, III and IV
(D) I, II, III and IV

21. What happens if the aggrieved woman and the respondent reach a settlement through conciliation under the POSH Act?
(A) The ICC records the settlement for employer action, with no further inquiry conducted.
(B) The ICC must formally continue the inquiry procedure to establish guilt for permanent internal records.
(C) The settlement agreement must be immediately forwarded to the local police station for filing an FIR.
(D) The employer must place the conciliation settlement before a competent civil court for final ratification.

22. Consider the following statements regarding the preparation of the Annual Report under the POSH Act 2013:
I. The ICC is required to prepare an annual report and submit it to the employer and the District Officer.

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84. Which of the following documents serves as the definitive proof of a child's age in a Special Court under the POCSO Act, in the absence of a birth certificate from the municipal authority?
(A) A notarized legal affidavit sworn by both parents before a magistrate
(B) A certified medical age estimation test report issued by a civil surgeon
(C) The school leaving certificate or matriculation certificate
(D) A formal written declaration issued by the local village sarpanch

85. If an adult uses a child for pornographic purposes, they are committing an offence under Section 13 of the POCSO Act. What is the punishment for the first conviction of this offence?
(A) Imprisonment for a term which may extend up to three years, or fine, or both
(B) Imprisonment from five to seven years, and fine
(C) Rigorous life imprisonment for the remainder of natural life without parole
(D) A mandatory monetary fine up to ₹5,00,000 without any term of imprisonment

86. As an educational administrator, which of the following is NOT an acceptable mechanism to create awareness about POCSO among school students?
(A) Displaying emergency child helpline numbers prominently across notice boards in the school campus
(B) Integrating comprehensive age-appropriate personal safety rules into the life skills curriculum
(C) Establishing a functional POCSO complaint drop-box or digital reporting link in the institution
(D) Showing case files of victims in assembly to induce fear of offenders

87. According to the POSH Act 2013, the Internal Complaints Committee (ICC) must consist of a minimum of how many members in total?
(A) 2
(B) 3
(C) 4
(D) 5

88. Consider the following statements regarding interim reliefs under the POSH Act:
I. The aggrieved woman can request to be transferred to another workplace.
II. The aggrieved woman can request the transfer of the respondent to another workplace.
III. The ICC can grant up to 3 months of leave to the aggrieved woman.
IV. The employer is bound to implement the ICC's recommendation for interim relief and send a report to the ICC.
Which of the above statement(s) is/are correct?
(A) I, II and III
(B) II, III and IV
(C) I, III and IV
(D) I, II, III and IV

89. Under the POCSO Act, the term "penetrative sexual assault" covers the insertion of any object or body part. Does the Act require proof of emission of semen to establish the offence?
(A) Yes, without it, the offence is downgraded to sexual assault.
(B) Yes, unless the child is under 12 years of age.
(C) It is at the discretion of the Special Judge based on medical reports.
(D) No, penetration is sufficient to constitute the offence.

90. A Principal is informed by a Class VI teacher that a student reported being touched inappropriately by a stranger on her way home from school. The incident did not happen on school premises. What should the Principal do under the POCSO Act?
(A) Report the information to the local police or SJPU immediately.
(B) Advise the parents to file a police complaint since it happened outside the school's jurisdiction.
(C) Conduct an internal inquiry first before deciding to involve the police.
(D) Ignore the report as the school is only responsible for incidents occurring within its boundaries.

91. The Central Government designated a central authority to monitor the implementation of the POCSO Act 2012. Which authority is this?
(A) National Human Rights Commission (NHRC) operating at the central government level
(B) National Commission for Protection of Child Rights (NCPCR)
(C) Central Bureau of Investigation (CBI) through its specialized child welfare wing
(D) Ministry of Women and Child Development

NODIA

60. (B) It is illegal, as POCSO mandates immediate police reporting without internal filtering by the school.
Under Section 19 of the POCSO Act, any person with knowledge or apprehension of child sexual abuse must report it directly to police or Special Juvenile Police Unit. Schools cannot conduct preliminary internal filtering committees or internal inquiries before police reporting, as delaying or concealing abuse constitutes a punishable offence under Section 21.

61. (D) All of the above
Section 15 of the POSH Act outlines specific factors for determining compensation payable to an aggrieved woman. These include mental trauma, emotional distress, medical expenses incurred, career opportunity loss due to harassment, as well as the respondent's financial income and status, ensuring balanced, fair, and comprehensive financial restitution for victims.

62. (C) The LCC can only hear complaints from unorganized sector workers and domestic workers, not from educational institutions.
The Local Complaints Committee hears sexual harassment complaints from unorganized sectors, domestic workers, small establishments with under ten employees, or cases where the complaint is against the employer directly. If an educational institution has fewer than ten total employees or the complaint involves the Head of Institution directly, the LCC holds complete legal jurisdiction.

63. (D) School premises, grounds, transport, and places visited during school excursions
Section 2(o) of the POSH Act 2013 defines workplace expansively. In educational institution settings, it includes main school premises, sports grounds, administrative offices, official transport, as well as any location or venue visited by staff during official duties, field trips, educational excursions, seminars, training workshops, or officially sponsored institutional events.

64. (D) A is false but R is true
The POSH Act 2013 is not gender-neutral regarding the aggrieved person; it exclusively protects women from sexual harassment at the workplace. While Constitutional Article 15 guarantees fundamental equality, POSH was specifically enacted as protective affirmative statutory legislation for women under Article 15(3) of the Constitution of India.

65. (B) The employer may deduct a sum from the respondent's salary as recommended, under POSH rules.
Under Section 13(3) and Section 15 of the POSH Act, where no service rules exist or service rules do not provide specific penalties, the employer can deduct appropriate monetary compensation directly from the salary or wages of the respondent to be paid to the aggrieved woman as recommended by the committee.

66. (D) Six copies of the complaint with supporting documents and witness contact details
According to Rule 7 of the POSH Rules 2013, the aggrieved woman must submit six written copies of her complaint to the Internal Complaints Committee along with supporting documents, details, and names and addresses of witnesses, enabling the committee to forward a copy to the respondent within seven working days.

67. (A) An allowance for holding ICC proceedings, paid by the employer.
Under Rule 3 of the POSH Rules 2013, the external member nominated from an NGO or non-governmental association is entitled to receive a statutory allowance for holding proceedings of the Internal Complaints Committee, along with full reimbursement of travel costs, which must be borne and paid directly by the workplace employer.

68. (C) The ICC is bound to continue and conclude the inquiry into the workplace incident.
Resignation or job transfer of an aggrieved woman after filing a complaint does not divest the Internal Complaints Committee of its statutory jurisdiction. The committee remains legally obligated to complete inquiry proceedings into the workplace sexual harassment incident to determine facts, establish liability, and recommend appropriate actions against the respondent.

69. (A) Displaying penal consequences and the ICC constitution order at conspicuous workplace locations.
Section 19(b) of the POSH Act makes it mandatory for every employer to display at conspicuous places in the workplace the penal consequences of sexual harassment, along with

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under the POSH Act 2013 stating that the allegation against the respondent has been proved, and recommends penalty, the employer must implement this within 60 days. Which statutory rule primarily governs the nature of penalties (like withholding increments, reduction in rank) for government school teachers in Delhi in this context?

(A) The Fundamental Rules, Supplementary Rules, and General Financial Regulations
(B) The General Financial Rules 2017 along with Treasury Rules of the Central Government
(C) The Delhi School Education Rules 1973 and CCS (CCA) Rules 1965
(D) The Indian Penal Code 1860 and Code of Criminal Procedure 1973 statutory provisions

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render a complaint malicious, protecting honest complainants from unfair punishment.

19. (A) That no action is required to be taken in the matter
When the Internal Complaints Committee completes its formal inquiry and concludes that the allegation against the respondent has not been established or proved, Section 13 of the POSH Act mandates that it must recommend to the employer that no administrative or disciplinary action needs to be taken in the matter.

20. (D) I, II, III and IV
Section 19 of the POSH Act 2013 outlines comprehensive duties for every employer. These statutory responsibilities include ensuring a safe working environment, prominently displaying penal consequences and committee constitution details, regularly organizing employee awareness workshops, and fully facilitating internal committee operations by providing necessary operational assistance, records, and logistical support during inquiries.

21. (A) The ICC records the settlement for employer action, with no further inquiry conducted.
Under Section 10 of the POSH Act, when a conciliation settlement is successfully reached between the parties, the Internal Complaints Committee records the terms of settlement and forwards it to the employer to take action as specified. Once conciliation is completed, no further inquiry is conducted by the committee in that matter.

22. (A) I, II and III
Section 21 of the POSH Act requires the Internal Complaints Committee to prepare and submit an annual report to the employer and District Officer containing total complaints received and disposed of. However, disclosing victim names or personal details is strictly forbidden under Section 16 to protect individual privacy and statutory confidentiality.

23. (B) A fine which may extend to ₹50,000
Under Section 26 of the POSH Act 2013, an employer who fails to constitute an Internal Complaints Committee, or fails to act on inquiry recommendations or annual reporting requirements, is legally punishable with a monetary fine which may extend to fifty thousand rupees for the first conviction under the statutory provisions.

24. (A) P-4, Q-2, R-3, S-1
The POSH Act 2013 sets strict statutory timelines: a complaint must be filed within 3 months, the inquiry must be completed within 90 days, the committee must submit its inquiry report to the employer within 10 days of completion, and the employer must act upon the recommendations within 60 days.

25. (D) The ICC may recommend employer action against the woman for forging documents, per service rules.
Under Section 14 of the POSH Act 2013, if the Internal Complaints Committee determines during an inquiry that the complainant or any witness produced false evidence or forged documents, it may recommend that the employer take appropriate disciplinary action against that individual in accordance with applicable service rules or statutory procedures.

26. (A) Offering a promotion in exchange for sexual favors
'Quid Pro Quo' sexual harassment literally translates to 'something for something'. In professional workplace contexts, it occurs when official employment decisions, such as hiring, promotions, salary increments, or preferential treatment, are explicitly or implicitly made conditional upon an employee's submission to unwelcome sexual demands or favors from a superior authority.

27. (B) No, as the POSH Act definition of employee explicitly includes workers on a contract basis.
Section 2 of the POSH Act defines an employee inclusively, covering individuals employed directly, through an agent, on a regular, temporary, ad-hoc, daily wage, or contractual basis. Contractual workers, sweepers, and outsourced staff are fully protected under the Act, and the establishment's Internal Complaints Committee possesses complete jurisdiction over such grievances.

28. (B) She can appeal to the court or tribunal under service rules within 90 days.
Section 18 of the POSH Act provides that any person aggrieved by the recommendations or non-implementation of the committee's report may file an appeal before the designated court

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internal institutional pressure during inquiry proceedings.

9. (B) Within three months from the date of incident
Section 9 of the POSH Act specifies that an aggrieved woman must submit her written complaint to the Internal Complaints Committee within three months from the date of the incident. In cases involving a series of incidents, the three-month period is calculated from the date of the last occurrence, with extendable provisions available.

10. (A) Her legal heir, relative, friend, co-worker, or an NCW officer
When an aggrieved woman is unable to make a complaint due to physical or mental incapacity, the POSH Rules permit specific authorized representatives to file on her behalf. These include her legal heir, relative, friend, co-worker, an officer of the National or State Commission for Women, or any person possessing knowledge of the incident.

11. (B) Conciliation can only be initiated at the aggrieved woman's request.
Section 10 of the POSH Act permits conciliation before initiating an inquiry, but strictly under the condition that it must be initiated solely at the explicit written request of the aggrieved woman. Furthermore, the statute mandates that no monetary settlement can be made as a basis for conciliation between the parties involved.

12. (C) I and III
Under Section 11 of the POSH Act, an inquiry must be completed within ninety days. The committee is vested with civil court powers under the Code of Civil Procedure for summoning witnesses and discovering documents. Legal practitioners are strictly barred from representing either party during inquiry proceedings to maintain an informal atmosphere.

13. (A) Deduct a lump sum amount from the salary of the respondent as a preemptive penalty
Section 12 of the POSH Act outlines permissible interim measures, which include transferring either party, granting additional leave up to three months to the aggrieved woman, and restraining the respondent from reporting on her work performance. Deducting salary as a preemptive financial penalty during a pending inquiry is illegal before guilt is established.

14. (C) It is granted in addition to her regular leave entitlement.
According to Section 12 of the POSH Act 2013, leave granted to an aggrieved woman during the pendency of an inquiry, up to a maximum period of three months, is statutory interim relief. This leave must be granted over and above her regular leave entitlement and shall not be deducted from accrued leaves.

15. (B) Within 60 days of receiving the report
Under Section 13 of the POSH Act 2013, upon completion of an inquiry, the committee submits its report to the employer within ten days. Once received, the employer or designated administrative authority is statutorily mandated to act upon the recommendations contained in the inquiry report within sixty days from the date of receipt.

16. (C) Anonymized information regarding justice secured to the victim
Section 16 of the POSH Act prohibits publicizing the identities of the aggrieved woman, respondent, witnesses, or conciliation details. However, Section 17 allows the employer or authority to disseminate information regarding the justice secured to any victim of sexual harassment, provided that the names and identifying details of all involved parties are completely anonymized.

17. (B) Penalty as prescribed under the applicable service rules
Under Section 17 of the POSH Act 2013, any person entrusted with handling or processing a complaint who breaches confidentiality by publishing or disclosing identity details is liable to be penalized in accordance with the service rules applicable to that organization, or as prescribed under POSH Rules if service rules do not exist.

18. (A) Both A and R are true and R is the correct explanation of A
Section 14 of the POSH Act provides for penal action against a complainant if an inquiry concludes that the allegation made was false or malicious. However, the statute explicitly clarifies that mere inability to substantiate a complaint or provide adequate evidence does not

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ANSWERS

1. (B) The Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)
The Sexual Harassment of Women at Workplace Act of 2013 was enacted to uphold India's international commitments under the Convention on the Elimination of All Forms of Discrimination Against Women. The Supreme Court of India in the landmark Vishaka judgment relied extensively on CEDAW guidelines to formulate safety measures before statutory legislation was formally passed.

2. (D) Constructive criticism regarding professional underperformance
Under Section 2 of the POSH Act, sexual harassment includes unwanted physical contact, demands for sexual favors, showing pornography, and sexually colored remarks. Workplace feedback or constructive criticism regarding professional underperformance is an administrative duty and does not constitute sexual harassment, provided it remains strictly objective, gender-neutral, professional, and completely free of any inappropriate sexual overtones.

3. (A) Any woman, of any age, whether employed or not, who alleges to have been subjected to sexual harassment
The POSH Act of 2013 defines an aggrieved woman very broadly in relation to a workplace. It encompasses any woman, regardless of her age, employment status, nature of contractual engagement, or organizational affiliation, who alleges having been subjected to any act of sexual harassment by a respondent within the defined workplace premises or connected official spaces.

4. (C) It is incorrect because the workplace definition covers any woman visiting the premises, regardless of employment status.
The POSH Act protects any aggrieved woman visiting a workplace, irrespective of whether she is a permanent employee, temporary worker, guest lecturer, intern, or visitor. Since the alleged sexual harassment occurred on the school premises during official working hours, the internal complaints committee has full legal jurisdiction to entertain, investigate, and process her formal written grievance.

NODIA

5. (A) At least one-half of the total nominated members shall be women.
Section 4 of the POSH Act outlines the mandatory statutory rules governing the composition of the Internal Complaints Committee. It explicitly mandates that women must constitute at least one-half of the total members nominated to the committee. This crucial structural requirement ensures adequate female representation and maintains a supportive environment for addressing sexual harassment grievances effectively.

6. (B) Three years from the date of their nomination
According to Section 4 of the POSH Act 2013, the Presiding Officer and every member of the Internal Complaints Committee hold office for a maximum period not exceeding three years from the date of their official nomination. Upon completion of this three-year tenure, the employer must reconstitute the committee in compliance with statutory rules.

7. (A) Both A and R are true and R is the correct explanation of A
The POSH Act 2013 legally mandates the inclusion of an external member from a non-governmental organization or an association committed to women's causes. This mandatory inclusion prevents internal institutional bias, safeguards the integrity of inquiry proceedings, maintains complete procedural impartiality, and introduces specialized expertise on issues related to workplace sexual harassment during administrative evaluations.

8. (C) An individual from an NGO committed to the cause of women
Under Section 4 of the POSH Act, the external member of the Internal Complaints Committee must be appointed from among non-governmental organizations or associations committed to the cause of women, or a person familiar with issues relating to sexual harassment. This external presence ensures objective oversight and prevents

or tribunal in accordance with service rules. The statutory period for filing such an appeal is ninety days from the recommendation date.

29. (A) Must possess a degree in Law (LLB)
Section 4 of the POSH Act requires the Presiding Officer of the Internal Complaints Committee to be a woman employed at a senior level in the workplace. While legal knowledge among members is beneficial, holding a formal law degree is not a mandatory legal qualification or prerequisite for the Presiding Officer role.

30. (C) The ICC can terminate proceedings or pass an ex-parte decision with 15 days written notice.
Under POSH Rules, if a party remains absent without sufficient cause from three consecutive hearings, the Internal Complaints Committee has the authority to terminate the inquiry or pass an ex-parte decision. However, the committee must issue a fifteen-day advance written notice to the party before executing such a termination or ex-parte decision.

31. (A) Both A and R are true and R is the correct explanation of A
Rule 7 of the POSH Rules explicitly states that neither party is permitted to bring legal practitioners to represent them before the Internal Complaints Committee. This restriction aims to keep inquiry proceedings administrative, non-adversarial, simple, and free from formal legal technicalities that could intimidate victims or impede quick administrative resolution.

32. (C) The Local Complaints Committee (LCC)
Under Section 6 of the POSH Act 2013, the Local Complaints Committee receives and investigates complaints of sexual harassment from establishments where an Internal Complaints Committee has not been constituted due to having fewer than ten workers, or when the complaint itself is directly against the employer of the organization.

33. (B) Chapter II
Chapter II of the Sexual Harassment of Women at Workplace Act 2013 specifically contains Section 4, which governs and details the 'Constitution of Internal Complaints Committee'. It specifies the mandatory structure, legal qualification criteria for members, appointment procedures, tenure of office, and monetary allowances for external non-governmental committee members.

34. (D) To protect children from sexual assault, sexual harassment, and pornography
The Protection of Children from Sexual Offences (POCSO) Act, 2012 was enacted to protect children from offences of sexual assault, sexual harassment, and pornography. The statute establishes child-friendly legal procedures for reporting, recording evidence, investigation, and trial of offences through specialized courts designed to safeguard overall child welfare and dignity.

35. (C) 18 years
Section 2(1)(d) of the Protection of Children from Sexual Offences Act 2012 explicitly defines a child as any individual person who has not attained eighteen years of age. This statutory age limit applies uniformly across the country to all individuals regardless of their gender, biological development, marital status, or socio-economic background.

36. (B) I and III
Section 19 of the POCSO Act mandates that any person who apprehends or has knowledge that a sexual offence under the Act is likely to be committed or has been committed must report it to police. The information must be recorded in writing, read over to the informant, and kept in official records.

37. (A) The counselor commits an offence under Section 21 for failure to report.
Section 19 of the POCSO Act makes reporting mandatory for anyone acquiring knowledge of child sexual abuse. Under Section 21, failing to report such an offence is a punishable crime. Professional confidentiality privileges cannot override statutory obligations to report child sexual abuse to the Special Juvenile Police Unit or local police.

38. (D) Imprisonment extending up to six months, or fine, or both
Section 21(1) of the POCSO Act 2012 explicitly lays down the penalty for failure to report or record an offence. Any person who fails to report an offence under Section 19 or fails to record a complaint under Section 19(2) shall be punished with imprisonment extending up to six months, or fine, or both.

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39. (D) All of the above
Section 5 of the POCSO Act 2012 defines Aggravated Penetrative Sexual Assault under various statutory circumstances. These specifically include offences committed by persons in positions of trust or authority, management or staff members of educational institutions against students, and cases where the child victim is below twelve years of age.

40. (C) Twenty years rigorous imprisonment
Section 6 of the POCSO Act (as amended in 2019) stipulates that whoever commits aggravated penetrative sexual assault shall be punished with rigorous imprisonment for a term which shall not be less than twenty years, but which may extend to imprisonment for life, and shall also be liable to fine or death.

41. (D) The statement shall be recorded by a woman police officer not in uniform.
Section 24 of the POCSO Act prescribes child-friendly procedures for recording statements. The statement of the child must be recorded by a woman police officer not below the rank of sub-inspector, who shall not be wearing a police uniform, ensuring a supportive, stress-free, and non-intimidating environment for the victim child.

42. (A) It is a violation of Section 19, making the Principal liable for punishment under Section 21.
The POCSO Act mandates immediate reporting of child sexual abuse to the Special Juvenile Police Unit or local police under Section 19. Educational heads cannot suppress or delay police reporting to conduct internal departmental inquiries first. Failure to report constitutes a direct statutory offence under Section 21 of the Act.

43. (B) Disclosure of the child's identity is prohibited unless permitted by the Special Court.
Section 23 of the POCSO Act prohibits media, publishers, and individuals from disclosing the name, address, photograph, family, or school details of a child victim in any media format. Disclosure is strictly prohibited unless explicit written authorization is granted by the Special Court in the best interest of the child.

44. (B) The Special Court designated by the State Government
Section 28 of the POCSO Act specifies that the State Government, in consultation with the Chief Justice of the High Court, designates a Court of Session in each district to be a Special Court to try offences under the Act, ensuring speedy trials, specialized handling, and child-friendly courtroom procedures.

45. (A) A parent or trusted person in whom the child has confidence
Section 27 of the POCSO Act mandates that the medical examination of a child victim must be conducted in the presence of the child's parent or another trusted person in whom the child reposes confidence. If no parent or trusted person is present, a woman nominated by the medical institution must attend.

46. (C) Within one year from the date of taking cognizance of the offence
Section 35 of the POCSO Act outlines time limits for recording evidence and completing trial. The evidence of the child shall be recorded within thirty days of taking cognizance, and the Special Court shall complete the trial, as far as possible, within one year from the date of taking cognizance.

47. (D) The Special Court presumes the accused committed the offence, placing the burden on the accused to rebut it.
Section 29 of the POCSO Act establishes a statutory presumption as to certain offences. Where a person is prosecuted for committing penetrative sexual assault, the Special Court presumes that the accused committed the offence, shifting the legal burden onto the accused person to present evidence and rebut this statutory presumption.

48. (A) Both A and R are true and R is the correct explanation of A
Section 33 of the POCSO Act mandates child-friendly court trial procedures, strictly prohibiting direct cross-examination of the child victim by the accused. Instead, defense questions are submitted to the judge, who puts them to the child. This prevents re-traumatization and safeguards the mental health and psychological well-being of the child victim.

49. (B) Questions are given to the Special Court Judge, who puts them to the child.
Under Section 33(2) of the POCSO Act 2012, during cross-examination of the child victim, the Special Court judge ensures that all questions

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framed by defense counsel are communicated directly to the judge first. The judge then puts those questions to the child victim in a gentle, non-threatening, and child-appropriate manner.

50. (B) Imprisonment for up to three years and fine
Section 11 of the POCSO Act defines sexual harassment of a child, while Section 12 explicitly prescribes its statutory penalty. Whoever commits sexual harassment upon a child shall be punished with imprisonment of either description for a term which may extend to three years, and shall also be liable to pay fine.

51. (A) The National Commission for Protection of Child Rights
The POCSO e-Box is an online complaint management system launched and operated by the National Commission for Protection of Child Rights. It provides a direct, easy, and confidential digital mechanism for children and citizens to report cases of sexual offences and child abuse directly to the statutory child protection body.

52. (C) No punishment shall be imposed on a child for filing a false complaint under the Act.
Section 22 of the POCSO Act addresses false complaints. While adults providing false information or making malicious complaints face imprisonment or fines under Section 22(1), Section 22(2) explicitly provides that no punishment shall be imposed on a child who makes a false complaint or provides false information under the Act.

53. (D) I, II, III and IV
Section 24 of the POCSO Act lays down comprehensive child-friendly procedures for police officers. The statement must be recorded at the child's residence, by an officer not in uniform, ensuring the child is not detained overnight at police stations, while strictly maintaining confidentiality to protect the child's identity from public disclosure.

54. (D) The offender shall be punished under that Act which provides for a greater degree of punishment.
Section 42 of the POCSO Act governs overlapping offences between POCSO and other acts, including the Indian Penal Code. It lays down that where an act constitutes an offence under both POCSO and another law, the offender shall be punished under the statute that provides for the greater degree of punishment.

55. (B) Special Juvenile Police Unit
Under Section 2(1)(s) of the POCSO Act, SJPU stands for the Special Juvenile Police Unit. It refers to a specialized unit of police officers created at the district level or police station level to handle cases involving juveniles and children, ensuring sensitized, protective, and child-friendly procedures during law enforcement investigations.

56. (C) Report immediately to the SJPU or local police, overriding the refusal.
Section 19 of the POCSO Act creates an absolute legal obligation to report any knowledge or apprehension of child sexual abuse. The reporting mandate applies regardless of the child's refusal or reluctance. Teachers cannot override statutory law, and must inform police or Special Juvenile Police Unit immediately to ensure child protection.

57. (C) Section 43
Section 43 of the POCSO Act obligates the Central Government and State Governments to take all measures to give wide publicity to the Act's provisions and regularly organize periodic awareness and training programs for police officers, public servants, judicial officers, healthcare professionals, and educators regarding statutory child protection duties.

58. (A) Relief or rehabilitation of the child
Section 33(8) of the POCSO Act empowers the Special Court to direct payment of compensation to the child victim. This monetary compensation is specifically awarded to meet immediate physical, medical, or psychological treatment costs, providing holistic relief, medical care, and comprehensive rehabilitation support to help the victim recover from trauma.

59. (B) Within 24 hours
Section 27 of the POCSO Act specifies that medical examination of a child victim shall be conducted in accordance with Section 164A of the Code of Criminal Procedure within twenty-four hours from receiving information about the offence, ensuring essential forensic and medical evidence is gathered promptly by qualified medical practitioners.

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92. In a POCSO case, Section 30 provides a presumption of culpable mental state. What does "culpable mental state" encompass under this Act?
(A) Specific intent and premeditated criminal motive of the perpetrator
(B) Intention, motive, knowledge, and belief in a fact
(C) Direct physical planning and premeditated execution of the offence
(D) Documented psychological disorders or mental unsoundness of accused

93. A female teacher alleges sexual harassment by the Principal of the school. In this scenario, where should the teacher file her complaint as per the POSH Act 2013?
(A) With the Local Complaints Committee of the district
(B) Directly with the primary Internal Complaints Committee constituted within the school
(C) Directly by filing a writ petition before the High Court of the concerned state
(D) With the local School Management Committee or Parent-Teacher Association

94. Under the POSH Act 2013, what is the role of the District Officer?
(A) To personally conduct formal inquiry proceedings into all sexual harassment complaints across the district
(B) To serve as the ex-officio Presiding Officer for all Internal Complaints Committees in government schools
(C) To constitute the LCC and monitor annual report submissions by employers.
(D) To provide free legal representation and legal aid to aggrieved women during civil court trials

95. A child victim belonging to a linguistic minority is unable to communicate in the local language or Hindi/English while giving a statement to the police under POCSO. What is the statutory obligation of the police officer under Section 24?
(A) To strictly insist that the child communicate in the official state language or English
(B) To record the entire statement solely using physical gestures, signs, and non-verbal cues
(C) To request a neutral family relative of the accused to translate the child's statement
(D) To take the assistance of a qualified translator or interpreter.

96. Under Section 20 of the POCSO Act, the obligation to report an offence also includes the obligation to report an apprehension that an offence is likely to be committed. This specifically highlights the law's focus on:
(A) Increasing the conviction rate
(B) Reducing the workload of special courts
(C) Preventive protection of the child
(D) Punishing false apprehensions

97. During a POSH inquiry, it is found that the respondent had indeed created a hostile work environment for the aggrieved woman by making sexually colored remarks, but there was no physical contact. The respondent claims POSH does not apply without physical contact. As the ICC Presiding Officer, how would you evaluate this claim based on the Act?
(A) The claim is valid, as the statutory provisions of POSH require proof of physical contact.
(B) The claim is invalid; sexually colored remarks and hostile environments are covered under POSH.
(C) The claim is partially valid, as non-physical misconduct is treated as general workplace harassment.
(D) The claim is valid provided the alleged remarks were not uttered in front of other colleagues.

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98. Which Section of the POCSO Act 2012 strictly prohibits the police officer recording the statement of the child from being in uniform?
(A) Section 19
(B) Section 21
(C) Section 24
(D) Section 33

99. The POSH Act 2013 aims to provide protection against sexual harassment of women at the workplace and for the prevention and redressal of complaints. Which Constitutional Articles are most directly linked to the fundamental rights this Act seeks to protect?
(A) Articles 14, 15, and 21
(B) Articles 25, 26, and 27
(C) Articles 32, 136, and 226
(D) Articles 38, 39A, and 40

100. If the Internal Complaints Committee (ICC) forwards an inquiry report to the employer

the order constituting the Internal Complaints Committee. Failure to comply with this mandatory statutory obligation attracts penal fines under Section 26 of the Act.

70. (D) Immediate arrest of the employer without a warrant
Section 26(2) of the POSH Act specifies penalties for repeated non-compliance or subsequent conviction. These include twice the fine imposed on first conviction, cancellation of business registration, and revocation of statutory licenses. Immediate warrantless arrest of the employer is not a statutory penalty provided under the POSH Act provisions.

71. (A) P-3, Q-1, R-2, S-4
The POCSO Act explicitly defines offences based on distinct physical and non-physical actions: Sexual Assault involves intentional touching of private parts, Sexual Harassment includes gestures or sounds exhibiting body parts, Penetrative Sexual Assault involves inserting objects or body parts into private openings, and pornographic use involves creating sexually explicit visual content.

72. (C) 18 years
Under the POCSO Act 2012, any person below eighteen years of age is legally defined as a child. Consequently, the legal age of consent for any sexual activity in India under this statute is eighteen years, making all sexual acts involving persons under eighteen punishable offences regardless of apparent consent.

73. (A) I and II
Section 33 of the POCSO Act mandates that court trials must be held in camera and ensure the child victim is not exposed to the accused. Section 33(5) explicitly prohibits frequent or unnecessary adjournments during trials to ensure speedy judicial disposal without causing prolonged distress or harassment to the child victim.

74. (A) Yes, reporting is mandatory regardless of the perpetrator's age, with juveniles covered under JJ Act.
Section 19 of the POCSO Act mandates reporting of any offence committed against a child, regardless of whether the perpetrator is an adult or a minor. When the perpetrator is a juvenile, mandatory reporting still applies under POCSO, while subsequent legal proceedings against the juvenile are governed under the Juvenile Justice Act.

75. (B) A legal practitioner of their choice
Section 40 of the POCSO Act guarantees that the child victim or their family members have the statutory right to take the assistance of a legal practitioner of their choice. If they cannot afford private legal representation, the District Legal Services Authority provides qualified legal counsel completely free of cost.

76. (B) Record of employee POSH awareness workshops, training, and sensitization programs
Section 19(c) of the POSH Act requires employers to organize regular workshops and awareness programs to sensitize employees about statutory provisions. Maintaining official records and registers of conducted POSH awareness training sessions serves as concrete administrative evidence proving active institutional compliance with these mandatory statutory legal requirements.

77. (A) The Child Welfare Committee and Support Persons
Under the POCSO Rules 2020, the Child Welfare Committee and assigned Support Persons are primarily responsible for ensuring that child victims receive essential pre-trial counseling, psychological support, emotional care, and legal assistance, guiding the child throughout the entire police investigation and judicial trial process safely.

78. (C) Inform the local police or SJPU immediately based on apprehension of abuse.
Under Section 19 of the POCSO Act, any person, including educational administrators, who has a reasonable apprehension that a child sexual offence is likely to have been committed must immediately inform the Special Juvenile Police Unit or local police, without initiating internal preliminary investigations or administrative delays.

79. (D) Harassment committed repeatedly or by a person in a position of trust or authority
Section 11 of the POCSO Act outlines child sexual harassment, while aggravating factors elevate its statutory severity. When sexual harassment is committed repeatedly, or by a person in a position of trust, authority, management, or control over the child, it constitutes aggravated

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(D) IV, I, II, III

8. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): A comprehensive school safety policy must give equal importance to the emotional and psychosocial safety of students as it does to physical infrastructure safety.
Reason (R): Harassment, bullying, and mental trauma can severely impact a child's right to education and well-being, even in a structurally safe building.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

9. Which of the following correctly pairs the safety domain with its corresponding primary focus area in a school policy?
(A) Cyber Safety – Ensuring the structural integrity of the computer lab
(B) Transport Safety – Providing free bicycles and helmets to all students
(C) Physical Safety – Conducting aptitude tests for stress management
(D) Psychosocial Safety – Preventing peer bullying and discrimination

10. Under the comprehensive safety framework, the concept of "Safe Transitions" for students primarily relates to:
(A) The physical movement of students between home, transport, and school zones
(B) The transition of a student from primary to secondary level academic syllabus
(C) The psychological transition of growing adolescents from childhood into adulthood
(D) The automatic promotion of students from one grade to another without detention

11. The National Commission for Protection of Child Rights (NCPCR) draws its statutory mandate from which of the following legislations?
(A) The Right of Children to Free and Compulsory Education Act, 2009
(B) The Commissions for Protection of Child Rights Act, 2005
(C) The Juvenile Justice (Care and Protection of Children) Act, 2015
(D) The Protection of Children from Sexual Offences Act, 2012

12. As per the mandate of the NCPCR regarding child safety in schools, which of the following statements is incorrect?
(A) NCPCR has the statutory power to inquire into complaints regarding the violation of child rights.
(B) NCPCR functions as a court that can pass binding sentences of imprisonment.
(C) NCPCR can take suo motu cognizance of any matters relating to the deprivation of child rights.
(D) NCPCR actively monitors the effective implementation of the POCSO Act, 2012 across all states.

13. Which specific section of the RTE Act, 2009 empowers the NCPCR and State Commissions for Protection of Child Rights (SCPCR) to examine and review the safeguards for rights provided by or under the Act?
(A) Section 17
(B) Section 21
(C) Section 27
(D) Section 31

14. Which of the following accurately describes the role of a Principal when the NCPCR issues a summons for an inquiry into a child safety breach at their school?
(A) The Principal may ignore the summons if the SMC Chairperson objects.
(B) The Principal is only required to respond directly to the Directorate of Education, not to the NCPCR.
(C) The Principal must comply, as the Commission has the powers of a civil court trying a suit.
(D) The Principal can delegate the appearance to a Group-D employee.

15. Consider the following statements regarding the powers of the NCPCR while inquiring into a child safety violation in a school:
I. It can summon and enforce the attendance of any person and examine them on oath.
II. It can mandate the immediate closure of a school without consulting the State Government.
III. It can require the discovery and production of any relevant school document.
Which of the statements given above are correct?
(A) I and II only

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90. (A) Report the information to the local police or SJPU immediately.
Section 19 of the POCSO Act imposes a mandatory duty on every individual to report child sexual abuse upon acquiring knowledge or apprehension. The geographical location of the occurrence does not relieve school authorities of their statutory duty to report the crime to the Special Juvenile Police Unit or local police.

91. (B) National Commission for Protection of Child Rights (NCPCR)
Section 44 of the POCSO Act 2012 designates the National Commission for Protection of Child Rights and State Commissions for Protection of Child Rights as the primary statutory bodies designated to monitor the effective implementation of the provisions of the POCSO Act across the nation and respective states.

92. (B) Intention, motive, knowledge, and belief in a fact
Section 30 of the POCSO Act establishes a statutory presumption of culpable mental state for offences. Explanation to Section 30 defines "culpable mental state" comprehensively as including intention, motive, knowledge of a fact, and belief in a fact or reason to believe a fact during the commission of the offence.

93. (A) With the Local Complaints Committee of the district
Section 6 of the POSH Act explicitly provides that where a complaint of sexual harassment is against the employer or Head of the Institution himself, the internal committee cannot inquire into the matter. In such situations, the aggrieved woman must submit her complaint directly to the Local Complaints Committee of the district.

94. (C) To constitute the LCC and monitor annual report submissions by employers.
Section 5 and Section 20 of the POSH Act empower the District Officer to notify and constitute the Local Complaints Committee in the district, designate nodal officers in local blocks or talukas, and monitor the regular submission of annual progress reports by employers regarding compliance with POSH Act statutory requirements.

95. (D) To take the assistance of a qualified translator or interpreter.
Section 24(5) of the POCSO Act specifies that if a child victim does not speak or understand the local language, the investigating police officer must take the assistance of a qualified translator or interpreter to ensure accurate recording of the statement without misinterpreting or distorting facts given by the child.

96. (C) Preventive protection of the child
Section 19 and Section 20 of the POCSO Act intentionally include reporting an apprehension that a sexual offence is likely to be committed. This forward-looking statutory mandate underscores the law's primary focus on preventive protection, enabling early intervention to stop abuse before physical or psychological harm occurs to the child.

97. (B) The claim is invalid; sexually colored remarks and hostile environments are covered under POSH.
Under Section 2(n) and Section 3(2) of the POSH Act, physical contact is not a necessary precondition to establish sexual harassment. Making sexually colored remarks, displaying pornographic material, or creating an intimidating, offensive, or hostile work environment legally constitutes workplace sexual harassment subject to full inquiry and formal administrative action.

98. (C) Section 24
Section 24(2) of the POCSO Act specifically mandates that the police officer recording the statement of the child victim shall not be wearing a police uniform. This child-friendly rule aims to minimize visual intimidation, reduce emotional anxiety, and ensure a non-threatening environment for the child during statement recording.

99. (A) Articles 14, 15, and 21
The POSH Act 2013 derives its constitutional mandate directly from core fundamental rights guaranteed under Articles 14 (equality before law), 15 (prohibition of gender-based discrimination), and 21 (right to life and personal liberty, which encompasses the right to live with human dignity and work in a safe environment).

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40. In the context of disaster management in schools, how does NDMA differentiate between a 'Hazard' and a 'Disaster'?
(A) A hazard is always man-made in origin, while a disaster is strictly caused by natural events.
(B) A hazard primarily causes financial or economic loss, while a disaster causes direct physical injury.
(C) A hazard is a potential threat, whereas a disaster is its realization causing disruption and loss.
(D) There is no conceptual difference between the two terms; they are used interchangeably in guidelines.

41. What is the role of the District Disaster Management Authority (DDMA) with respect to school safety?
(A) To personally draft and write the comprehensive School Disaster Management Plan for every school in the district
(B) To allocate and provide special financial grants directly for teachers' salaries during a disaster period
(C) To re-evaluate and grade the board examination papers if annual exams are interrupted by a natural disaster
(D) To monitor and support the implementation of the School Safety Policy at the district level

42. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): NDMA guidelines emphasize that structural safety of a school building is sufficient to prevent casualties during an earthquake.
Reason (R): Non-structural elements like bookshelves, ceiling fans, and glass windows often cause the majority of injuries during an earthquake.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

43. What is the first essential step in preparing a School Disaster Management Plan (SDMP)?
(A) Purchasing comprehensive first aid boxes and emergency medical supplies
(B) Conducting an HVCA of the school campus
(C) Appointing a new full-time safety officer and administrative team
(D) Conducting an unannounced school-wide fire evacuation drill

44. Under the SDMP, various teams or "Task Forces" are constituted. Which of the following is NOT typically a standard task force formed under SDMP?
(A) Warning and Information Dissemination Team
(B) Syllabus Revision Team
(C) Evacuation Team
(D) Search and Rescue Team

45. Which visual tool must be prominently displayed on every floor of the school building as a mandatory component of the SDMP?
(A) The Evacuation Route Map
(B) The school's annual academic calendar
(C) The photographs of the SMC members
(D) The list of holidays

46. How often must the School Disaster Management Plan (SDMP) be reviewed and updated by the School Management?
(A) Once every five years during the structural review
(B) Annually, or after any major incident
(C) Only when specifically directed by the NDMA or State Authority
(D) Every single month during the routine faculty meeting

47. In the context of the SDMP, what is "Resource Mapping"?
(A) Allocating and finalizing the overall financial budget for all departments for the academic year
(B) Mapping and tracking the daily availability of qualified substitute teachers across all grades
(C) Identifying and designated specific open areas where students can engage in physical play safely
(D) Identifying internal and external resources useful during an emergency

48. During the formulation of the SDMP, inclusion of students with disabilities (Children with Special Needs - CWSN) is required. Which approach best aligns with this requirement?
(A) Keeping them strictly on the ground floor and excluding them entirely from emergency

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CHAPTER 14

MoE, NCPCR & NDMA Guidelines for School Safety and Security

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1. According to the Ministry of Education (MoE) guidelines on school safety, which of the following approaches is most strongly advocated to ensure a safe learning environment?
(A) The compartmentalised administrative approach
(B) The whole-school approach
(C) The outsourced security approach
(D) The strictly punitive approach

2. Under the MoE guidelines for school safety and security, who holds the ultimate statutory responsibility for ensuring that the school premises are safe and secure for all students?
(A) The School Management Committee (SMC) Chairperson
(B) The Directorate of Education
(C) The District Magistrate
(D) The Head of the Institution / Principal

3. Which of the following is NOT one of the broad categories of safety addressed by the comprehensive school safety guidelines issued by the Ministry of Education?
(A) Academic performance safety
(B) Physical safety
(C) Psychosocial safety
(D) Cyber safety

4. A newly appointed Principal in a Delhi government school observes that while physical safety measures are excellent, teachers frequently use corporal punishment and public humiliation to control classrooms. Based on MoE guidelines, what immediate administrative action should the Principal take to ensure comprehensive school safety?
(A) Install CCTV cameras in all classrooms to monitor student behaviour.
(B) Form a disciplinary committee to expel students who provoke teachers into using corporal punishment.
(C) Issue a circular reiterating the absolute ban on corporal punishment and organize sensitization workshops for staff on psychosocial safety.
(D) Transfer the most strict teachers to administrative duties to avoid further incidents.

5. In the context of MoE safety guidelines, what does the principle of "Zero Tolerance" primarily refer to?
(A) Zero tolerance for any form of child abuse, violence, or neglect
(B) Zero tolerance for late arrivals and unexcused student absences
(C) Zero tolerance for academic failure in board level examinations
(D) Zero tolerance for parental interference in school administration

6. A comprehensive school safety policy must integrate disaster management, health and sanitation, and child protection. Which of the following best describes the "Non-Structural Mitigation" component of such a policy?
(A) Retrofitting building pillars and beams for earthquake resistance
(B) Widening staircase exits and emergency evacuation pathways
(C) Constructing new fire-proof laboratory walls and doors
(D) Fastening almirahs to walls and securing loose overhead fixtures

7. Arrange the following steps in the logical sequence of developing and implementing a School Safety Policy at the institutional level:
I. Conducting a Hazard, Vulnerability, and Capacity Assessment (HVCA)
II. Forming a School Safety Committee
III. Conducting mock drills to test the plan
IV. Drafting the School Disaster Management Plan (SDMP)
(A) II, I, IV, III
(B) I, II, IV, III
(C) II, IV, I, III

23. What is the fundamental requirement for the background verification of staff employed in schools in Delhi?
(A) An endorsement letter from the local Member of Legislative Assembly (MLA)
(B) Police verification of antecedents
(C) A character certificate from the previous employer only
(D) A notarised affidavit of good conduct by the employee alone

24. Who is administratively responsible for ensuring that the police verification of outsourced staff (like sanitation workers and security guards) is completed before their deployment in the school?
(A) The outsourced staffing agency alone, with no school oversight
(B) The individual outsourced worker
(C) The Head of the School / Principal
(D) The local police station SHO

25. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Schools must maintain a centralized register of police verification for all staff, including temporary and outsourced workers.
Reason (R): Proper background verification acts as a deterrent and is a crucial preventive measure against potential child abuse and security breaches on campus.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

26. If a candidate selected for a temporary teaching post is found to have a pending criminal case involving moral turpitude during the background verification, what is the legally sound action for the Head of School?
(A) Deny appointment and report the matter to the higher authorities
(B) Allow the candidate to join but keep them under observation
(C) Ask the candidate to submit a personal bond of good behavior and proceed with appointment
(D) Allow appointment but restrict the candidate from teaching female students

27. According to standard guidelines for CCTV installation in schools under the Directorate of Education, GNCTD, for how long should the CCTV footage ideally be retained/stored?
(A) Exactly 7 days
(B) Exactly 15 days
(C) Minimum 30 days
(D) Exactly 365 days

28. Which of the following locations is strictly prohibited for the installation of CCTV cameras in a school environment due to privacy rights?
(A) School corridors and staircases
(B) Washrooms and changing rooms
(C) School playgrounds and gates
(D) Staff rooms and library

29. Consider the following statements regarding the management of CCTV surveillance in schools:
I. The DVR/NVR must be kept in a secure, restricted-access location.
II. Live feed of classrooms must be broadcast publicly on the school's website.
III. The Principal or an authorized nodal officer must periodically check if all cameras are functional.
IV. Any sharing of CCTV footage with external private parties without lawful authority is a breach of privacy.
Which of the statements given above are correct?
(A) I, II and III
(B) I, III and IV
(C) II, III and IV
(D) I, II, III and IV

30. A parent demands to view the CCTV footage of a classroom from two days prior, claiming their child was pushed by another student. As a Principal, following the correct administrative protocol, what should you do?
(A) Immediately hand over the raw unedited video footage on a pen drive directly to the requesting parent.
(B) Refuse the parent's request entirely on the ground that parents have no administrative right to question incidents.
(C) Review the footage and share findings with the parent while protecting privacy of other students.
(D) Direct the parent to file a formal RTI application with the police department to obtain the video footage.

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(B) II and III only
(C) I and III only
(D) I, II and III

16. The comprehensive 'Manual on Safety and Security of Children in Schools' developed by NCPCR emphasizes that the responsibility for safety lies with the school management. What is the recommended frequency for conducting safety audits according to this manual?
(A) Once every five years
(B) Once every three years
(C) Once every year
(D) Only when a new Principal is appointed

17. According to the NCPCR guidelines, which of the following is a mandatory requirement regarding the physical infrastructure of school washrooms to ensure child safety?
(A) Washrooms for junior and senior students must be combined together for easier administrative supervision.
(B) Washrooms for boys and girls must be separate and monitored by staff of the same gender.
(C) CCTVs must be mandatorily installed inside all individual washroom cubicles to prevent peer bullying.
(D) Washrooms must be placed outside the main school boundary wall for improved hygiene purposes.

18. During a routine inspection of a primary school, it is found that the rooftop is easily accessible to young students, and the parapet wall is less than two feet high. The Head of School argues that students are instructed not to go there. Under NCPCR guidelines, what is the appropriate assessment of this situation?
(A) It is acceptable, as issuing clear verbal instructions to students shifts all legal liability away from the school management.
(B) It is acceptable provided that all parents have signed a formal written consent form explicitly acknowledging the potential risk.
(C) It is considered a minor administrative issue that needs routine correction, but not a direct child safety violation.
(D) It is a severe physical safety violation; access to the roof must be locked and parapet height increased.

19. Under the NCPCR guidelines on school safety, what is the primary purpose of designating a 'Nodal Teacher' for child protection?
(A) To act as the primary contact for students reporting grievances, abuse, or bullying
(B) To collect administrative fines and penalties from students violating official safety rules
(C) To manage and allocate the overall annual school budget for structural repairs and maintenance
(D) To coordinate official press releases exclusively with the local media during institutional crises

20. Which of the following practices is explicitly prohibited under the safety guidelines to prevent accidents and exploitation within the school premises?
(A) Allowing parents to visit the school during designated Parent-Teacher Meetings
(B) Organizing supervised field trips outside the school
(C) Employing students for tasks like carrying heavy furniture or cleaning toilets
(D) Storing laboratory chemicals in locked cabinets

21. Regarding visitor management in schools, which procedure aligns best with NCPCR safety guidelines?
(A) Issuing visitor passes, recording entry times, and barring unescorted movement in academic blocks
(B) Maintaining an open-door policy that allows immediate campus entry to anyone claiming to be a student's relative
(C) Banning all external visitors, including parents and official guests, during school hours without any exception
(D) Allowing commercial vendors free access to academic classrooms to display and sell educational materials

22. In the context of ensuring student security, background verification is mandatory for which category of staff?
(A) Only for permanent and contractual teaching staff members
(B) Only for Class IV (Group D) support employees and security guards
(C) Only for temporary contract workers and transport drivers
(D) For all teaching, administrative, and outsourced staff members

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100. (C) The Delhi School Education Rules 1973 and CCS (CCA) Rules 1965

For government school employees in Delhi, disciplinary actions recommended by the Internal Complaints Committee following a POSH inquiry are processed under applicable service rules, specifically the Delhi School Education Act and Rules, 1973, read alongside Central Civil Services (Classification, Control and Appeal) Rules, 1965, which prescribe statutory penalty imposition procedures.

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31. The primary objective of installing CCTV cameras in school premises, as emphasized by MoE and NCPCR guidelines, is to:
(A) Evaluate the overall pedagogical skills and classroom performance of teachers continuously
(B) Record the attendance of students automatically
(C) Reduce the requirement for employing physical security guards
(D) Deter untoward incidents and ensure student safety and security

32. Based on the Hon'ble Supreme Court guidelines for school transport, what must be prominently written on the front and back of a vehicle transporting school children?
(A) "GOVERNMENT DUTY"
(B) "CHILDREN ON BOARD"
(C) "SCHOOL BUS"
(D) "EDUCATIONAL VEHICLE"

33. Consider the following statements regarding the safety features for school transport vehicles:
I. The bus must be painted yellow.
II. The bus must have a First Aid Box and a Fire Extinguisher.
III. The bus windows must have tinted black film to protect children from the sun.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

34. In order to ensure the safety of students, particularly girls, traveling in a school bus, which of the following personnel is mandatorily required to be present on the bus?
(A) A plainclothes police officer
(B) A medical doctor
(C) A senior student acting as a conductor
(D) A female attendant / guard

35. As per the transport safety regulations, what is the maximum speed limit generally mandated by speed governors for school buses in Delhi?
(A) 30 km/hr
(B) 40 km/hr
(C) 60 km/hr
(D) 80 km/hr

36. Which committee is required to be constituted at the school level to specifically oversee the safe transportation of school children and resolve transport-related grievances?
(A) The Academic Transport Committee
(B) The Parent-Teacher Transport Association
(C) The School Transport Committee
(D) The Zonal Transport Monitoring Body

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37. What is a key qualification requirement for a driver operating a school bus as per the regulatory guidelines?
(A) Valid heavy vehicle driving license with at least 5 years of experience
(B) Must possess a formal graduate degree from a recognized university or educational board
(C) Must be below thirty years of age at the time of initial recruitment by the school
(D) Must have worked as a qualified automotive mechanic in an authorized workshop previously

38. During a severe heatwave in Delhi, the Directorate of Education issues an advisory. A school Principal notices that the afternoon dispatch of students involves a 30-minute wait in the open playground for school buses to arrive. Applying NDMA and DoE safety guidelines, what should the Principal do?
(A) Proceed as usual, as exposure to weather helps students build physical resilience over time.
(B) Cancel all bus transport services immediately and ask parents to pick up their children individually.
(C) Distribute cold ice cream or refreshments to the students while they wait together in the sun.
(D) Keep students in shaded or indoor areas until their specific bus arrives for boarding.

39. The National Disaster Management Authority (NDMA) issued specific guidelines in 2016 for schools. What is the exact title of this policy document?
(A) National Policy and Guidelines for School Emergency Rescue Operations
(B) National Disaster Management Guidelines - School Safety Policy
(C) Comprehensive Policy Framework for Earthquake Proofing in Schools
(D) NDMA Act and Administrative Guidelines on School Administration

sexual harassment, attracting enhanced penal punishment.

80. (C) Ex-parte decisions cannot be given under any circumstances in a POSH inquiry.
Under Rule 7 of the POSH Rules, the Internal Complaints Committee has explicit legal authority to terminate proceedings or render an ex-parte decision if either party remains absent for three consecutive hearings without sufficient cause, provided a fifteen-day advance written notice is formally served to that absent party.

81. (B) Imprisonment for up to six months, or fine, or both
Section 23 of the POCSO Act strictly bars public or media disclosure of a child victim's personal identity details without Special Court permission. Anyone, including media publishers or broadcast personnel, who contravenes these confidentiality provisions is punishable under Section 23(4) with imprisonment extending up to six months, or fine, or both.

82. (A) Both A and R are true and R is the correct explanation of A
When an alleged perpetrator in a POCSO case is a minor, the offender is categorized as a child in conflict with law. Consequently, standard adult arrest procedures do not apply; instead, law enforcement must strictly follow non-punitive, reformative procedures mandated under the Juvenile Justice (Care and Protection of Children) Act, 2015.

83. (A) The child's residence or a place of their choice
Section 24(1) of the POCSO Act explicitly mandates that the statement of a child victim shall be recorded at the residence of the child or at a place of their choice, usually in the presence of parents or trusted guardians, to eliminate fear and ensure complete psychological comfort for the child.

84. (C) The school leaving certificate or matriculation certificate
Under Rule 12 of the Juvenile Justice Rules and established POCSO judicial precedents, age determination relies on primary official records. In the absence of a municipal birth certificate, the school leaving certificate or matriculation certificate from an educational institution serves as reliable, definitive statutory proof of age in Special Court proceedings.

85. (B) Imprisonment from five to seven years, and fine
Section 14 of the POCSO Act (as amended) prescribes penalties for using a child for pornographic purposes under Section 13. A person convicted for the first time shall be punished with imprisonment of either description for a term which shall not be less than five years, extending up to seven years, plus fine.

86. (D) Showing case files of victims in assembly to induce fear of offenders
Promoting POCSO awareness requires child-friendly, supportive educational methods such as displaying child helpline numbers, establishing drop-boxes, and integrating age-appropriate safety rules into the life skills curriculum. Exhibiting confidential case files of victims violates statutory confidentiality under Section 23 and traumatizes students, making it an unacceptable administrative practice.

87. (C) 4
Section 4(2) of the POSH Act specifies that the Internal Complaints Committee shall consist of at least four nominated members: a senior female Presiding Officer, at least two employee members committed to women's welfare or possessing legal knowledge, and one external member from an NGO or relevant social welfare association.

88. (D) I, II, III and IV
Section 12 of the POSH Act grants powers to recommend interim relief during pending inquiries. This includes transferring the aggrieved woman or respondent, granting up to three months of leave to the complainant, and legally obligating the employer to implement these recommendations promptly and report compliance back to the committee.

89. (D) No, penetration is sufficient to constitute the offence.
Section 3 of the POCSO Act defines penetrative sexual assault based on the physical act of inserting any object, body part, or organ into private openings of a child to any extent. Proof of ejaculation or emission of semen is not legally required to prove or establish the offence in court.

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drills to avoid panic
(B) Asking their parents or guardians to collect and take them home before any evacuation drill is conducted
(C) Developing specialized plans, assigning buddies, and ensuring barrier-free exit routes
(D) Assuming that the standard existing evacuation plan will naturally accommodate all of their specific needs

49. Fire safety norms for school buildings in India are primarily guided by which part of the National Building Code (NBC) of India?
(A) Part 3
(B) Part 4
(C) Part 8
(D) Part 9

50. According to standard fire safety norms, what is the basic requirement regarding the placement of fire extinguishers in a school building?
(A) They should be kept safely locked inside the Principal's office at all times to prevent theft or tampering.
(B) They are only mandatorily required to be installed in the central school kitchen and canteen areas.
(C) They should be kept mounted at a height of at least 8 feet so that young children cannot reach or touch them.
(D) Placed in accessible, visible locations on every floor near labs and electrical rooms.

51. The Fire Safety Certificate (or Fire NOC) issued to schools by the Fire Department is generally valid for a specific period, after which it must be renewed. Who is responsible for ensuring its timely renewal?
(A) The Head of School or Management
(B) The local Fire Station Officer of the district
(C) The Directorate of Education
(D) The Public Works Department

52. Consider the following statements regarding fire safety infrastructure in schools:
I. Staircases must be wide enough to allow swift evacuation without bottlenecks.
II. Emergency exit doors must open inwards to prevent blocking the corridor.
III. Flammable and hazardous chemicals in labs must be stored in specialized safe cabinets.
IV. The school building must have a functional fire alarm system.
Which of the statements given above are correct?
(A) I, II and III
(B) I, III and IV
(C) II, III and IV
(D) I, II, III and IV

53. Which class of fire extinguisher is strictly required in a school computer lab where electrical fires are a major risk?
(A) Carbon Dioxide (CO_2) type
(B) Stored pressure water type
(C) Mechanical foam spray type
(D) Specialized wet chemical type

54. According to NDMA and DoE guidelines, what is the recommended minimum frequency for conducting fire safety mock drills in schools?
(A) Mandatory once every week throughout the school session
(B) Exactly once in an academic year during annual inspection
(C) At least twice every academic year
(D) Only during the designated national Fire Safety Week observance

55. During a surprise fire drill, the Principal notes that it takes 8 minutes for the entire school to evacuate to the designated assembly area. Standard safety guidelines suggest evacuation should ideally be completed within 2.5 to 3 minutes. What is the most appropriate corrective action?
(A) Issue strict administrative punishments to class teachers whose sections were the slowest to evacuate.
(B) Analyze bottlenecks, utilize all exits effectively, and repeat drills to reduce time.
(C) Immediately suspend all future evacuation drills to prevent potential injuries caused by students rushing.
(D) Accept the 8-minute evacuation duration as completely realistic and adequate for a large school population.

56. What is the most critical characteristic of the "Designated Assembly Area" used during a fire drill?
(A) It must be fully covered and shaded to protect students and staff from harsh sunlight or heatwaves.
(B) It must be located immediately adjacent to the main exit gate to enable instant dispersal to home.
(C) An open, safe space away from buildings, overhead power lines, and trees.

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(C) Conduct surprise breathalyzer tests for all drivers before buses depart and monitor them closely.
(D) Permanently remove the institutional complaint box from the campus to prevent the spread of baseless rumors.

89. A dedicated "Register of Complaints" regarding safety issues must be maintained by the school. Who among the following has the right to periodically inspect this register to ensure compliance?
(A) The head security guard on duty at the main entrance gate
(B) Any member of the public who requests to inspect campus records
(C) The student council president along with elected class monitors
(D) Directorate of Education officials or inspecting authorities

90. As per MoE guidelines, every school is required to constitute a School Safety Committee. Which of the following represents the ideal composition of this committee?
(A) Principal, teachers, PTA and student reps, and local community members
(B) Exclusively the Principal and Vice-Principal of the senior secondary section
(C) Exclusively the permanent full-time teaching staff employed at the school
(D) Exclusively external officers from the local police station and fire department

91. What is the primary function of the School Safety Committee?
(A) To collect and manage monetary funds and donations for major school infrastructure development projects.
(B) To plan and monitor safety protocols across physical, psychosocial, and disaster domains.
(C) To review and finalize the annual academic syllabus, learning materials, and prescribed textbooks.
(D) To conduct job interviews and recruit permanent teaching and administrative staff for the institution.

92. How does the School Safety Committee differ from the School Management Committee (SMC)?
(A) The SMC handles campus physical safety alone, while the Safety Committee oversees academic syllabus delivery.
(B) SMC has general RTE administrative oversight, while Safety Committee focuses specifically on monitoring safety guidelines.
(C) They are legally identical bodies performing identical administrative functions under two different names.
(D) The Safety Committee is chaired by the District Magistrate, while the SMC is chaired directly by the Principal or Vice-Principal.

93. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Student representatives should be actively involved in the School Safety Committee.
Reason (R): Students are the primary stakeholders and can provide practical insights into vulnerabilities like hidden bullying spots and peer-level safety concerns.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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94. The School Safety Committee is required to conduct walkthroughs of the school premises. The main purpose of these walkthroughs is to:
(A) Ensure that all assigned classroom teachers are actively conducting lectures inside their classrooms.
(B) Inspect and check the overall morning uniform adherence and personal hair discipline of all students.
(C) Identify physical hazards like exposed wiring, loose tiles, or unlocked roofs.
(D) Monitor and evaluate the daily cleanliness and maintenance standards of the Principal's administrative office.

95. What document must the School Safety Committee produce after resolving a reported safety hazard?
(A) A First Information Report (FIR)
(B) A Character Certificate
(C) A Non-Objection Certificate (NOC)
(D) An Action Taken Report (ATR)

96. Periodic safety audits in schools generally encompass which of the following areas?
(A) Academic curriculum audit, annual financial audit, and overall HR audit
(B) Comprehensive syllabus completion audit

administration sets

65. To ensure medical emergency preparedness, every school must mandatorily:
(A) Construct and maintain a fully equipped operation theatre directly on the school campus premises.
(B) Have a tie-up with the nearest hospital or nursing home for emergencies.
(C) Employ a full-time qualified general surgeon on the permanent administrative staff of the school.
(D) Provide comprehensive health and life insurance coverage directly to every enrolled student.

66. Under first aid preparedness, schools are encouraged to provide CPR training. What does CPR stand for?
(A) Child Protection and Emergency Response System
(B) Critical Patient Recovery and Stabilization
(C) Centralised Pulse and Respiration Recording
(D) Cardiopulmonary Resuscitation

67. Which of the following is NOT a standard requirement for a school Medical Room?
(A) It should store controlled narcotic drugs for pain management.
(B) It should be exceptionally clean, well-ventilated, and easily accessible to all students.
(C) It should have at least one functional bed fitted with clean linen and washable covers.
(D) It must maintain a complete daily health record and register of all students treated on campus.

68. A student suffers a deep cut during recess and is bleeding profusely. The physical education teacher brings the student to the medical room. The school nurse is on leave. What is the appropriate protocol for the Principal?
(A) Wait for the nurse to return the next day and simply tell the injured child to hold a cloth tightly.
(B) Send the child home immediately in an available rickshaw or taxi without administering any first aid.
(C) Apply pressure to stop bleeding, inform parents, and move child to the hospital.
(D) Call the local police station to investigate the incident thoroughly before providing any first aid.

69. Regarding the prevention of bullying in schools, what does the term "Bullying" encompass as per the MoE and CBSE guidelines?
(A) Repeated aggressive behavior with a power imbalance, whether physical, verbal, or social.
(B) Acts restricted exclusively to severe physical assault or physical fights occurring between students on campus.
(C) Normal, healthy academic or athletic competition encouraged among peer groups during school hours.
(D) Classroom teachers reprimanding or disciplining students for repeatedly failing to submit their assigned homework.

70. Schools are required to constitute an Anti-Bullying Committee. Who among the following is typically a vital member of this committee to ensure effective functioning?
(A) A representative from the local municipal corporation
(B) The school's transport contractor
(C) A representative from the Fire Department
(D) The school counsellor or wellness teacher

71. A student creating a fake social media profile to post derogatory comments about a classmate is an example of:
(A) Phishing
(B) Cyberbullying
(C) Identity theft
(D) Physical bullying

72. According to guidelines on addressing school bullying, the disciplinary approach should primarily be:
(A) Purely punitive, resulting in the immediate suspension or expulsion of any involved student.
(B) Completely ignored by school authorities if the incident occurs outside the main school gate.
(C) Restorative, focusing on behavior modification and counseling for both parties.
(D) Resolved informally by organizing a supervised physical fight to settle the dispute between students.

73. To encourage the reporting of bullying and abuse by students who fear retaliation, schools are mandated to:
(A) Pay students for information
(B) Publicly announce the names of all student

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complainants during the daily morning assembly.
(C) Mandate that all submitted safety complaints must be drafted on official notarized stamp paper.
(D) Place anonymous complaint boxes at discreet locations across the school premises.

74. If a severe bullying incident results in physical injury or sexual harassment, the school management is legally obligated to:
(A) Report it to local police or child welfare authorities under laws like POCSO.
(B) Keep the matter strictly confidential within the school office to protect the institution's reputation.
(C) Handle the entire matter internally through informal discussions held by the School Management Committee.
(D) Transfer the victim student immediately to another nearby school to prevent further administrative complications.

75. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Schools must implement safe search engines, firewalls, and filtering software on all computers accessible to students.
Reason (R): Technical restrictions alone are sufficient to ensure cyber safety, eliminating the need for digital literacy education.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

76. Which of the following is a key cyber safety guideline for students regarding the use of school computer labs?
(A) Students are encouraged to use common generic passwords across all of their online accounts for easy memory.
(B) Do not share personal details online or meet online contacts without adult guidance.
(C) Personal electronic smartphones of all students should be permanently linked directly to the school server.
(D) Students are permitted to bypass institutional web firewalls using personal VPNs for faster internet speed.

77. Which statutory act in India primarily deals with cyber safety and offences, of which schools should generate basic awareness among senior students?
(A) Information Technology Act, 2000
(B) The Right to Information (RTI) Act, 2005
(C) The Consumer Protection Act (CPA), 2019
(D) The Indian Contract Act (ICA), 1872

78. In the context of cyber safety, "Phishing" refers to:
(A) Using offensive or abusive language in an electronic email sent to a classmate or teacher.
(B) Illegally downloading or distributing copyrighted digital textbooks and learning materials online.
(C) Fraudulent attempts to steal passwords by posing as a trustworthy entity.
(D) Gaining unauthorized technical access or hacking directly into the school's CCTV security system.

79. A Class X student reports to the Principal that an unknown person is sending inappropriate messages and threats on a messaging app outside of school hours. Following cyber safety and child protection guidelines, what is the Principal's primary responsibility?
(A) Dismiss the complaint completely on the grounds that it occurred outside of official school hours and premises.
(B) Immediately confiscate the student's personal mobile phone and permanently delete all inappropriate messages.
(C) Publicly announce details of the incident during the morning assembly to warn other students about cyber safety.
(D) Provide counseling, inform parents, and assist them in filing a cyber cell/police complaint.

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80. To ensure the safety of girl students, especially in primary classes, guidelines strictly recommend the deployment of:
(A) Ex-servicemen as dedicated primary section class teachers
(B) Male security guards stationed directly inside washroom areas
(C) Female attendants near washrooms and in transport
(D) Armed security guards stationed at every single classroom door

81. Under the safety guidelines for girl students, menstrual hygiene management involves providing:
(A) Providing a minimum of three days of compulsory paid health leave per month for all female students.
(B) Separate washrooms with incinerators or safe disposal for sanitary pads.
(C) Utilizing common gender-neutral washrooms to ensure continuous peer and administrative monitoring.
(D) Distributing oral clinical medication to female students to safely delay their natural menstrual cycles.

82. Which of the following programs is strongly recommended by DoE/MoE to empower girl students and enhance their personal safety?
(A) Mandatory non-academic cooking, home science, and domestic craft classes
(B) Completely segregating girls and boys in all academic and extra-curricular activities
(C) Strictly limiting female students' participation in competitive outdoor sports
(D) Mandatory self-defense training in basic martial arts or judo.

83. The implementation of the POSH (Prevention of Sexual Harassment) Act, 2013 in schools mandates the formation of an Internal Complaints Committee (ICC). The ICC primarily handles complaints from:
(A) Female teaching and non-teaching staff
(B) Girl students under 18 years of age (covered by POCSO instead)
(C) Male students
(D) Parents of students

84. Which of the following is a crucial infrastructural safety requirement specifically addressing the dignity and security of girl students?
(A) Transparent glass doors for girls' changing rooms
(B) Locating girls' washrooms outside the school boundary
(C) Adequate lighting in corridors, blind spots, and near girls' washrooms
(D) Removing all locks from washroom doors to prevent students from locking themselves in

85. Consider the following statements regarding the grievance redressal mechanism for safety issues in schools:
I. Schools must maintain a complaint/ suggestion box that is opened regularly by a designated committee.
II. The POCSO e-box is an online complaint management system provided by NCPCR for reporting sexual abuse.
III. Anonymous complaints regarding severe safety breaches must be discarded automatically.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

86. In establishing a grievance mechanism for safety issues, what is the principle of "Non-Retaliation"?
(A) The school administration will not take punitive action against a student bringing a dangerous weapon to campus.
(B) Classroom teachers are strictly forbidden from taking administrative action against parents who fail to pay fees on time.
(C) Individual victims of bullying are legally prohibited from engaging in any form of personal retaliation against bullies.
(D) Reporters of safety violations in good faith face no harassment or adverse action.

87. An effective escalation matrix for school safety complaints means that:
(A) Every single student grievance or complaint is submitted directly to the Education Minister's office.
(B) A defined process outlining whom to contact if a complaint is unresolved initially.
(C) Complaints are systematically escalated in volume by verbal shouting during open public administrative meetings.
(D) Only major criminal offences are officially recorded while minor safety breaches are completely disregarded.

88. The Principal finds an anonymous note in the complaint box stating that a school bus driver frequently drives under the influence of alcohol. There is no name or specific bus route mentioned. What is the most appropriate action?
(A) Completely ignore the anonymous note on the grounds that it lacks specific details, driver names, or route numbers.
(B) Immediately terminate the employment contracts of all bus drivers serving the school to ensure absolute safety.

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(D) It must be a level surface that is fully paved with concrete to prevent tripping or muddy conditions.

57. What is the immediate next step for class teachers once their students have reached the assembly area during a mock drill or real evacuation?
(A) Immediately dismiss the assembly and allow students to return to their homes independently.
(B) Re-enter the school building quickly to collect essential student belongings and school bags.
(C) Immediately start making telephone calls to the parents or legal guardians of all students.
(D) Conduct a headcount and match with the register to ensure no child is missing.

58. The concept of "R.A.C.E." is often taught in fire safety protocols. What does it stand for?
(A) Rescue, Alarm, Confine, Extinguish
(B) Run quickly, Alert others, Cover head, Escape
(C) React promptly, Assess risk, Call fire, Evacuate
(D) Rush immediately, Assemble outside, Count, Exit

59. The universally recognized immediate physical response taught to students during an earthquake is:
(A) Stop moving, Drop down, and Roll continuously
(B) Drop, Cover, and Hold on
(C) Run outside, Hide under desks, and Fight
(D) Stand upright, Alert others, and Run quickly

60. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): During an active earthquake tremor, students should immediately run out of the building to the open ground.
Reason (R): Running during tremors increases the risk of falls and injuries from falling debris.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

61. If an earthquake occurs while students are on the school playground, what protocol should they follow?
(A) Move clear of buildings, trees, light poles, and wires, then drop down.
(B) Immediately run back inside the school building to seek sturdy cover beneath classroom desks.
(C) Stand silently in a straight line on the field and await formal instructions from class teachers.
(D) Run as fast as possible towards the main school gate to exit the premises onto the main road.

62. After a major earthquake tremor stops, which of the following actions is strictly prohibited before allowing students back into the school building?
(A) Conducting a systematic headcount of all students and staff present in the safe assembly area.
(B) Administering immediate medical first aid to any injured students and staff on the open ground.
(C) Re-entering the building before a structural assessment by competent authorities.
(D) Comforting and reassuring frightened students who are experiencing severe stress or panic.

63. Which of the following best describes a "Table-Top Exercise" in the context of school disaster management?
(A) A practical physical exercise where students hide beneath sturdy classroom tables during an earthquake drill.
(B) A routine maintenance check focused on evaluating the physical and structural integrity of classroom furniture.
(C) An activity where students draw detailed campus evacuation maps directly onto classroom tables during art class.
(D) A discussion where the safety team reviews roles for a simulated emergency.

64. According to school health and safety guidelines, which of the following is a mandatory item in a school First Aid box?
(A) Broad-spectrum oral antibiotic tablets and prescription medicines
(B) Surgical suturing kits and local anesthesia injections
(C) Sterile gauze, bandages, and antiseptic
(D) Intravenous (IV) fluid bags and

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and student attendance audit
(C) Structural, fire safety, and electrical safety audits
(D) Annual extracurricular activities audit and sports infrastructure audit

97. Who is technically qualified to conduct the "Structural Safety Audit" of a school building?
(A) The Head of the School operating in consultation with administrative staff
(B) Certified structural engineers or authorized officials from PWD/CPWD.
(C) The senior physical education teacher responsible for campus facilities
(D) The elected Chairperson of the School Management Committee alone

98. Consider the following elements that are typically reviewed during a comprehensive school safety audit:
I. Expiry dates of fire extinguishers
II. Integrity of boundary walls and gates
III. Availability and condition of the first-aid kit
IV. Academic scores of students in terminal exams
Which of the statements given above are correct?
(A) I, II and III
(B) II, III and IV
(C) I, III and IV
(D) I, II, III and IV

99. During an annual structural audit of a 40-year-old school building, the PWD engineer declares one wing of the building "unsafe" due to severe concrete spalling and weakened pillars. The school is short of classrooms. What must the Principal do immediately?
(A) Barricade the wing, relocate classes or run double shifts, and report for urgent repair.
(B) Continue conducting classes in the wing while instructing students to avoid touching or leaning on pillars.
(C) Continue normal classroom operations and wait until the upcoming summer vacation to stop using the wing.
(D) Plaster over visible structural cracks using internal school funds to make the building appear aesthetically safe.

100. After the completion of safety audits (fire, structural, electrical), what is the statutory requirement regarding the audit certificates?
(A) They should be discarded once read and noted by the Principal during routine staff meetings.
(B) They must be framed and kept securely only at the personal residence of the Principal or SMC Chair.
(C) Kept on record, produced during inspections, and submitted to DoE for continued recognition.
(D) They are to be submitted directly to the central Ministry of Home Affairs for national archiving.

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ANSWERS

1. (B) The whole-school approach
Educational safety guidelines advocate for a whole-school approach to create a secure learning environment. This framework involves students, teachers, parents, administrative staff, and the wider community working collaboratively. By integrating safety measures into daily operations, policies, and culture, schools can effectively address physical, emotional, and social risks while promoting comprehensive child well-being and academic success.

2. (D) The Head of the Institution / Principal
According to official safety and security guidelines for educational institutions, the head of the institution or principal holds ultimate statutory responsibility for overall campus safety. This mandate requires school leaders to establish robust security protocols, monitor physical infrastructure, oversee staff vigilance, enforce child protection measures, and ensure a risk-free environment for all students and personnel on campus premises.

3. (A) Academic performance safety
Comprehensive school safety guidelines issued by educational authorities encompass physical safety, psychosocial safety, and cyber safety to protect children from external and internal harms. Academic performance relates to educational curriculum standards and student learning outcomes rather than safety frameworks. Institutional safety measures focus strictly on preventing physical hazards, emotional distress, harassment, digital threats, and environmental disasters within school environments.

4. (C) Issue a circular reiterating the absolute ban on corporal punishment and organize sensitization workshops for staff on psychosocial safety.
School administrators must actively enforce statutory provisions prohibiting corporal punishment and mental harassment in educational institutions. Issuing an official circular reinforces non-negotiable legal standards while conducting staff sensitization workshops addresses underlying disciplinary practices. Promoting psychosocial safety ensures healthy teacher-student interactions, creates a supportive classroom climate, protects student dignity, and aligns institutional operations with mandatory national safety standards.

5. (A) Zero tolerance for any form of child abuse, violence, or neglect
The principle of zero tolerance in educational safety frameworks mandates that any act involving child abuse, corporal punishment, sexual harassment, violence, or neglect must meet immediate corrective and legal consequences. School administration cannot compromise on child protection, requiring unconditional adherence to child rights, mandatory reporting of incidents, prompt investigative procedures, and preventative safeguards to maintain institutional integrity.

6. (D) Fastening almirahs to walls and securing loose overhead fixtures
Non-structural mitigation in disaster management focuses on securing furniture, equipment, architectural fittings, and loose items without altering the load-bearing elements of a building. Fastening heavy almirahs to walls, securing hanging lights, and anchoring overhead fixtures prevent falling hazards during tremors or structural shaking, thereby minimizing severe injury risks to occupants during emergency situations in schools.

7. (A) II, I, IV, III
Developing a school safety policy follows a logical administrative progression starting with forming a designated safety committee. This committee conducts a hazard, vulnerability, and capacity assessment to identify risks. Based on assessment findings, the committee drafts the school disaster management plan. Finally, practical mock drills are conducted to test the emergency plan, evaluate response efficiency, and refine evacuation procedures.

8. (A) Both A and R are true and R is the correct explanation of A
Child safety requires a holistic approach encompassing both physical infrastructure and psychosocial well-being. Exposure to bullying,

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emotional harassment, or mental stress severely damages a child's psychological development and hinders effective educational engagement. Therefore, institutional safety policies must prioritize emotional health alongside structural safety, as psychological harm compromises overall well-being even within structurally secure and hazard-free school facilities.

9. (D) Psychosocial Safety – Preventing peer bullying and discrimination
Psychosocial safety focuses on protecting students from social, emotional, and psychological harm within the educational environment. Preventing peer bullying, social exclusion, marginalization, and systemic discrimination fosters a supportive, inclusive, and emotionally secure learning atmosphere. This domain directly addresses interpersonal relationships and psychological dynamics among students, ensuring that individual mental health and human dignity are thoroughly safeguarded.

10. (A) The physical movement of students between home, transport, and school zones
Safe transitions within school safety frameworks concern the physical travel and movement of students as they move between home, designated transportation vehicles, and institutional campus zones. Managing safe transitions involves enforcing road safety protocols, securing boarding areas, supervising drop-off zones, and maintaining continuous supervision to ensure student security during vulnerable transit periods outside the main school building.

11. (B) The Commissions for Protection of Child Rights Act, 2005
The National Commission for Protection of Child Rights derives its administrative mandate, composition, functions, and statutory powers directly from the Commissions for Protection of Child Rights Act, 2005. This parliamentary legislation established statutory bodies at both national and state levels to ensure protection of child rights, monitor legal compliance, and advocate child-centric policies across educational institutions.

12. (B) NCPCR functions as a court that can pass binding sentences of imprisonment.
The National Commission for Protection of Child Rights possesses civil court powers to inquire into rights violations, summon witnesses, demand documents, and conduct investigations. However, it does not function as a criminal court and cannot pass binding criminal sentences or imprisonment terms. Criminal prosecution remains under the jurisdiction of standard judicial courts upon recommendations from commission inquiries.

13. (D) Section 31
Section 31 of the Right of Children to Free and Compulsory Education Act, 2009 explicitly empowers the National Commission and State Commissions for Protection of Child Rights to monitor student entitlements. This statutory provision authorizes these commissions to examine and review existing safeguards, inquire into individual complaints, and recommend necessary measures to enforce universal elementary education rights effectively.

14. (C) The Principal must comply, as the Commission has the powers of a civil court trying a suit.
While inquiring into child safety violations, statutory child protection commissions possess formal administrative powers equivalent to a civil court trying a legal suit under civil procedure laws. When official summons are issued, school principals are legally obligated to comply, appear before the commission, submit required records, and provide truthful testimony under oath, as failure to do so carries statutory penalties.

15. (C) I and III only
Statutory child protection commissions possess civil court powers to summon witnesses, examine individuals under oath, and mandate document discovery during formal inquiries. However, these commissions do not hold unilateral statutory authority to arbitrarily close educational institutions without consulting executive government bodies. Recommendations for administrative actions are submitted to appropriate state authorities for formal enforcement following established procedures.

16. (C) Once every year
Official safety manuals for educational institutions stipulate that comprehensive safety audits must be conducted at least once every academic year. Regular annual assessments ensure continuous evaluation of physical infrastructure, fire safety equipment, disaster preparedness, psychosocial mechanisms, and administrative compliance.

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Annual frequency enables school leadership to detect emerging hazards promptly and undertake necessary corrective measures continuously.

17. (B) Washrooms for boys and girls must be separate and monitored by staff of the same gender.
Comprehensive child safety frameworks require completely separate washroom facilities for male and female students to guarantee privacy and safety. Additionally, routine supervision and sanitation monitoring near washroom entries must be managed exclusively by staff members of the corresponding gender. Maintaining gender-appropriate oversight prevents harassment, abuse, and unauthorized access, maintaining physical security and individual dignity across campus facilities.

18. (D) It is a severe physical safety violation; access to the roof must be locked and parapet height increased.
Inadequate parapet heights and unrestricted roof access constitute severe physical hazards that compromise student safety regardless of verbal warnings or parental consent forms. Structural guidelines mandate minimum parapet wall heights to prevent accidental falls. Educational institutions must maintain locked access barriers to rooftop areas at all times, ensuring that physical structures actively prevent injury rather than relying solely on verbal instructions.

19. (A) To act as the primary contact for students reporting grievances, abuse, or bullying
Designating a nodal teacher for child protection establishes an accessible and trusted point of contact for students experiencing safety concerns. This designated professional receives student grievances, reports of bullying, psychosocial distress, or abuse, facilitating immediate support and appropriate administrative intervention. A dedicated nodal officer ensures timely confidential reporting and helps foster an empathetic, child-friendly environment within the institutional framework.

20. (C) Employing students for tasks like carrying heavy furniture or cleaning toilets
Child protection guidelines strictly prohibit engaging students in manual labor, such as cleaning sanitation facilities or moving heavy equipment, within school premises. Assigning hazardous or degrading physical tasks to children violates statutory rights, damages emotional well-being, and exposes students to physical injury and health risks. School management must utilize dedicated adult support staff exclusively for maintenance, cleaning, and administrative tasks.

21. (A) Issuing visitor passes, recording entry times, and barring unescorted movement in academic blocks
Effective visitor management protocols require regulating campus access to secure educational environments. Implementing formal identification passes, maintaining accurate entry registers, and restricting unescorted visitor movement through academic zones ensure student protection. These procedures prevent unauthorized individuals from approaching classrooms, mitigate security risks, and allow school authorities to maintain precise operational oversight of all non-institutional personnel on school grounds.

22. (D) For all teaching, administrative, and outsourced staff members
Background verification is strictly mandatory for all individuals working within an educational institution, including regular teaching staff, administrative personnel, support employees, contract workers, and outsourced service providers. Comprehensive verification ensures that every adult coming into direct or indirect contact with students undergoes thorough background checks, eliminating potential security vulnerabilities and maintaining uniform child protection standards across the entire school ecosystem.

23. (B) Police verification of antecedents
Completing official police verification of antecedents represents the fundamental mandatory requirement for staff employment in educational institutions. Police background checks verify legal history, reveal past criminal records, and confirm personal character details. Enforcing mandatory police checks before deployment protects students from potential offenses, ensures regulatory compliance, and establishes a secure framework for school staffing across administrative jurisdictions.

24. (C) The Head of the School / Principal
The head of school or principal holds administrative accountability for ensuring that all personnel on campus meet statutory safety

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requirements. While third-party agencies recruit outsourced staff, institutional leaders must verify that complete police background checks are documented prior to allowing workers onto school grounds. School heads retain ultimate supervisory duty regarding all staff deployments to guarantee child safety.

25. (A) Both A and R are true and R is the correct explanation of A
Maintaining a centralized verification register allows administrative authorities to systematically monitor safety compliance for permanent, temporary, and outsourced personnel. Background verification serves as an effective preventive mechanism by deterring individuals with criminal backgrounds from accessing school spaces. Consequently, institutional record-keeping directly reinforces child protection objectives by ensuring that only vetted staff members interact with students on campus.

26. (A) Deny appointment and report the matter to the higher authorities
When background checks reveal pending criminal charges involving moral turpitude, school administrators must immediately deny appointment to safeguard students. Moral turpitude involves acts opposing honesty and ethics, posing severe protection risks. Denying employment and reporting findings to higher educational authorities fulfills statutory child safety obligations, maintains institutional integrity, and prevents potentially hazardous individuals from entering educational settings.

27. (C) Minimum 30 days
Official guidelines governing surveillance systems in educational institutions mandate retaining recorded video footage for a minimum of thirty days. Maintaining a thirty-day archive provides sufficient time for authorities to review incidents, investigate delayed complaints, and preserve crucial evidence related to safety breaches, disciplinary matters, or security events, thereby ensuring robust administrative and legal accountability across campus.

28. (B) Washrooms and changing rooms
Installing surveillance cameras in washrooms, restrooms, and changing rooms strictly violates fundamental constitutional privacy rights and personal dignity. While institutional safety protocols mandate monitoring common campus areas, private spaces must remain entirely free from video surveillance. Educational authorities must balance security objectives with constitutional privacy protections, ensuring student dignity is preserved in all designated private facilities on school grounds.

29. (B) I, III and IV
Secure management of surveillance infrastructure requires housing recording hardware in restricted areas and conducting periodic functionality checks by authorized nodal officers. Sharing video footage without lawful authority violates privacy norms. Publicly broadcasting live classroom feeds online compromises student security and privacy, making public streaming inappropriate. Surveillance systems must be managed strictly for internal safety monitoring and legal compliance.

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30. (C) Review the footage and share findings with the parent while protecting privacy of other students.
Handling parental requests regarding surveillance footage requires balancing grievance resolution with privacy rights of all enrolled students. School administrators should review recorded footage internally to verify reported incidents. Rather than distributing raw digital video files, which risks privacy violations of third-party students, leadership should communicate objective findings directly to parents while taking appropriate administrative action to resolve identified incidents.

31. (D) Deter untoward incidents and ensure student safety and security
Installing closed-circuit television cameras in educational institutions primarily aims to deter safety breaches, monitor physical spaces, and ensure overall student security. Visual surveillance acts as a preventive deterrent against misconduct, unauthorized intrusion, and physical hazards. It serves as a supplementary safety measure to enhance campus security protocols without replacing direct human supervision by teaching and administrative personnel.

32. (C) “SCHOOL BUS”
Mandatory transport safety directives established by judicial authorities require all vehicles engaged in transporting students to display prominent signage reading “SCHOOL BUS” on front and rear exterior surfaces. If a hired vehicle is used,

49. (B) Part 4
Part 4 of the National Building Code of India specifies comprehensive fire and life safety standards for educational buildings. This section outlines essential structural specifications, exit requirements, fire-resistant construction materials, fire detection systems, suppression equipment, and evacuation capacities, providing mandatory technical guidelines that institutional designs must satisfy to receive official fire safety clearance from municipal fire authorities.

50. (D) Placed in accessible, visible locations on every floor near labs and electrical rooms.
Fire safety standards dictate that fire extinguishers must be mounted in highly visible, easily accessible, and unobstructed positions across all institutional floor levels. Prioritizing high-risk zones such as science laboratories, computer rooms, main electrical panels, and central corridors ensures rapid access during initial fire outbreaks, allowing staff to suppress small blazes effectively before they escalate into major emergencies.

51. (A) The Head of School or Management
The ultimate statutory obligation for maintaining valid fire safety certification lies directly with the head of the school or institutional management. School administrators must continuously monitor certificate expiration dates, submit timely renewal applications to local fire service authorities, arrange mandatory safety inspections, and maintain operational fire equipment to ensure uninterrupted legal compliance and student safety.

52. (B) I, III and IV
Fire safety infrastructure requires wide corridors and staircases to enable rapid crowd evacuation without dangerous bottlenecks. Storing laboratory chemicals safely in specialized cabinets and installing functional fire alarm systems are essential precautions. Emergency exit doors must open outward in the direction of exit travel to ensure smooth crowd movement during emergencies rather than swinging inward and causing blockages.

53. (A) Carbon Dioxide (CO2) type
Computer laboratories contain sensitive electrical equipment where electrical fires pose significant risks. Carbon dioxide fire extinguishers are specifically required for electrical fires because CO2 is a non-conductive, clean extinguishing agent that smothers flames without leaving residue or damaging delicate electronic components. Water or foam extinguishers must be avoided on live electrical equipment due to electrocution hazards.

54. (C) At least twice every academic year
Educational safety guidelines mandate conducting functional fire safety mock drills at least twice per academic year. Regular periodic drills familiarize students and staff with alarm sounds, evacuation routes, and emergency assembly procedures. Mandatory bi-annual practice builds practical muscle memory, minimizes panic during real emergency events, and enables administration to evaluate and refine evacuation efficiency regularly.

55. (B) Analyze bottlenecks, utilize all exits effectively, and repeat drills to reduce time.
When emergency evacuation times exceed targeted benchmarks, administrators must undertake corrective operational measures. Analyzing structural bottlenecks, opening secondary emergency exits, improving crowd movement coordination, and repeating practical mock drills help optimize evacuation speed. Continuous evaluation and targeted training ensure that full school evacuations meet recommended safety standards without compromising orderly movement or student safety.

56. (C) An open, safe space away from buildings, overhead power lines, and trees.
A designated assembly area must be located in an open outdoor space situated safely away from building structures, tall trees, glass windows, and overhead electrical lines. In emergency situations, positioning evacuees in clear open areas prevents injuries caused by falling debris, structural collapses, or electrical hazards, ensuring complete physical safety for students and personnel following evacuation.

57. (D) Conduct a headcount and match with the register to ensure no child is missing.
Upon reaching designated emergency assembly points, class teachers must immediately conduct a roll call and headcount, verifying present students against attendance registers. Roll calls ensure that all children are accounted for and identify missing individuals rapidly. Immediate

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institutions in planning proactive preventive interventions before hazards manifest.

41. (D) To monitor and support the implementation of the School Safety Policy at the district level
The District Disaster Management Authority plays a crucial administrative role in coordinating, monitoring, and supporting institutional safety policies across district schools. While individual institutions formulate specific plans, the district authority provides technical guidance, facilitates capacity building, monitors policy implementation, and conducts supervisory reviews to ensure uniform disaster preparedness standards across all educational facilities within its jurisdiction.

42. (D) A is false but R is true
Structural integrity alone cannot guarantee total safety during seismic activity, making structural measures insufficient by themselves. Unsecured non-structural elements like suspended ceiling fans, tall almirahs, glass panels, and loose overhead fixtures cause the majority of physical injuries during earthquakes. Effective disaster prevention requires combining structural retrofitting with thorough non-structural mitigation to secure indoor elements completely.

43. (B) Conducting an HVCA of the school campus
Preparing a School Disaster Management Plan begins with conducting a detailed Hazard, Vulnerability, and Capacity Assessment. This assessment identifies external and internal physical hazards, evaluates structural vulnerabilities, assesses social risks, and inventories available institutional resources. Identifying baseline risks through systematic assessment enables school safety committees to formulate tailored emergency response strategies and targeted hazard mitigation protocols.

44. (B) Syllabus Revision Team
School disaster management plans require establishing specialized emergency response task forces, such as evacuation teams, search and rescue units, first aid squads, and warning dissemination teams. Academic curriculum modifications or syllabus revision committees fall under educational academic governance rather than emergency mitigation frameworks. Emergency task forces focus exclusively on immediate life safety, evacuation procedures, and disaster response actions.

45. (A) The Evacuation Route Map
Prominently displaying an evacuation route map on every floor is a mandatory disaster management requirement in educational buildings. These maps visually highlight emergency exits, clear escape corridors, location of fire extinguishers, and designated assembly points. Clear visual signages guide students, staff, and visitors during emergency evacuations, enabling swift, orderly movement and preventing panic during structural hazards.

46. (B) Annually, or after any major incident
School disaster management plans must be formally reviewed and updated at least annually, as well as immediately following any major disaster, structural modification, or safety incident. Regular annual updates ensure that contact directories, emergency resource inventories, task force compositions, and hazard assessments remain completely accurate, addressing evolving infrastructure changes and maintaining optimal institutional readiness for unexpected emergency situations.

47. (D) Identifying internal and external resources useful during an emergency
Resource mapping within disaster management frameworks involves identifying, cataloging, and locating both internal and external assets required during emergencies. Internal resources include first aid kits, fire extinguishers, and communication tools, while external resources encompass local hospitals, fire stations, police posts, and relief agencies. Mapping these resources ensures rapid mobilization and coordinated response during institutional crises.

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48. (C) Developing specialized plans, assigning buddies, and ensuring barrier-free exit routes
Inclusive disaster management protocols mandate tailored evacuation arrangements for children with special needs. Effective planning involves establishing barrier-free evacuation routes, providing ramps, assigning dedicated peer buddies or staff assistants, and conducting inclusive drills. Tailored strategies ensure that students with physical, sensory, or cognitive impairments receive necessary assistance to evacuate safely alongside peers during institutional emergencies.

medical readiness. Evaluating fire extinguisher expiration dates, boundary wall integrity, and first aid kit contents assesses immediate physical hazard mitigation. Academic performance metrics reflect curriculum outcomes rather than physical campus safety, making academic scores irrelevant to physical safety audit evaluations.

99. (A) Barricade the wing, relocate classes or run double shifts, and report for urgent repair.
When competent structural engineers declare a school building section structurally unsafe, school leadership must take immediate protective administrative action. Principals are obligated to seal and barricade the compromised wing, prevent all student entry, reorganize classroom schedules through double shifts or space reallocation, and notify educational and public works authorities for urgent structural repairs or reconstruction.

100. (C) Kept on record, produced during inspections, and submitted to DoE for continued recognition.
Safety audit certificates, including structural stability, fire NOC, and electrical safety clearances, serve as mandatory legal compliance records. Educational institutions must maintain these certificates systematically in official records, present them during government inspections, and submit updated copies to the Directorate of Education to secure and maintain formal institutional recognition and operational affiliation.

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verification allows search and rescue teams to deploy targeted rescue efforts promptly if any student remains unaccounted for inside the building.

58. (A) Rescue, Alarm, Confine, Extinguish
The acronym R.A.C.E. represents the standard four-step emergency response protocol used in fire safety. The sequence stands for Rescue individuals in immediate danger, Alarm by activating fire alarms and alerting authorities, Confine the fire by closing doors and windows to restrict smoke, and Extinguish the fire using appropriate equipment if safe to do so.

59. (B) Drop, Cover, and Hold on
The internationally recognized immediate protective protocol during seismic tremors is Drop, Cover, and Hold On. Individuals should drop down onto hands and knees, take cover under sturdy furniture like classroom desks to shield the head and neck, and hold on firmly until shaking stops. This technique reduces exposure to falling plaster, glass, and overhead debris during earthquakes.

60. (D) A is false but R is true
Attempting to run out of a multi-story building during active earthquake shaking increases the risk of tripping, falling, and suffering severe injuries from falling architectural debris. Standard safety protocols mandate dropping, taking cover, and holding on under sturdy desks during active tremors. Evacuation to open ground should occur systematically only after primary tremors cease completely and escape paths are clear.

61. (A) Move clear of buildings, trees, light poles, and wires, then drop down.
When an earthquake occurs while students are outdoors on open playground grounds, they should immediately move away from nearby building walls, tall trees, streetlights, and overhead utility lines. Once reaching a clear open space, students should drop down to the ground and remain low until shaking stops completely, protecting themselves from falling hazards and structural collapse risks nearby.

62. (C) Re-entering the building before a structural assessment by competent authorities.
Re-entering a school building immediately following a major earthquake is strictly prohibited until qualified structural engineers or official safety authorities complete a comprehensive structural assessment. Unseen structural damage, weakened load-bearing beams, gas leaks, or compromised electrical wiring pose severe hazards during post-tremor aftershocks. Re-occupancy should occur exclusively after certified engineers formally declare the facility safe for human occupation.

63. (D) A discussion where the safety team reviews roles for a simulated emergency.
A table-top exercise is an emergency management simulation where safety committee members, administrators, and designated staff assemble to discuss and evaluate emergency protocols interactively. Participants talk through simulated disaster scenarios, analyze emergency roles, evaluate communication protocols, and review operational procedures in a stress-free environment, identifying plan gaps and improving institutional response strategies before conducting practical physical evacuation drills.

64. (C) Sterile gauze, bandages, and antiseptic
Institutional medical safety guidelines mandate that school first aid kits must contain essential medical supplies for immediate wound care, including sterile gauze pads, adhesive bandages, antiseptic solutions, cotton rolls, scissors, and medical tape. Prescription medications, broad-spectrum antibiotics, and invasive medical instruments are strictly excluded from basic first aid kits to prevent unauthorized or unsafe drug administration by non-medical personnel.

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65. (B) Have a tie-up with the nearest hospital or nursing home for emergencies.
Educational health guidelines mandate that every school must establish formal tie-ups or medical linkages with nearby registered hospitals or health facilities. Formal arrangements ensure immediate emergency medical admission, rapid ambulance response, and professional treatment during severe health crises, guaranteeing that injured or critically ill students receive specialized medical care rapidly when basic school first aid facilities prove insufficient.

66. (D) Cardiopulmonary Resuscitation
CPR stands for Cardiopulmonary Resuscitation, an essential emergency first aid procedure involving chest compressions and rescue breathing. Performing CPR maintains circulatory

their physical safety within and outside school environments.

83. (A) Female teaching and non-teaching staff
The Prevention of Sexual Harassment of Women at Workplace Act, 2013 mandates establishing an Internal Complaints Committee to address sexual harassment grievances of adult women in workplace settings. In educational institutions, the committee protects female employees, including teaching, administrative, and support staff. Child sexual abuse grievances involving students under eighteen years are governed under the POCSO Act instead.

84. (C) Adequate lighting in corridors, blind spots, and near girls' washrooms
Physical security guidelines require ensuring bright and continuous illumination across campus corridors, staircases, isolated corners, blind spots, and washroom approaches. Proper lighting eliminates dim zones that present security risks, deters illicit activities, and allows effective monitoring. Adequate infrastructure lighting reinforces safety and personal dignity for girl students, facilitating safe movement throughout educational premises during all school hours.

85. (A) I and II only
Grievance mechanisms require installing complaint boxes that dedicated committees inspect regularly, along with utilizing digital platforms such as the POCSO e-box for direct abuse reporting. Dismissing anonymous safety complaints automatically is improper; serious anonymous allegations regarding physical hazards or safety risks must be investigated objectively to maintain campus security and protect student well-being effectively.

86. (D) Reporters of safety violations in good faith face no harassment or adverse action.
The principle of non-retaliation in institutional grievance management guarantees that individuals who report safety violations, misconduct, or child rights concerns in good faith are strictly protected from victimization, harassment, discrimination, or adverse administrative penalty. Ensuring explicit non-retaliation protections encourages students, parents, and employees to voice genuine safety concerns fearlessly, maintaining transparent, accountable, and child-centric institutional environments across all schools.

87. (B) A defined process outlining whom to contact if a complaint is unresolved initially.
An effective escalation matrix defines a clear, structured sequence of contact authorities for resolving safety complaints when initial reporting levels fail to provide timely resolution. Outlining step-by-step institutional pathways—from class teachers to principals, safety committees, and higher educational departments—ensures systematic administrative tracking, accountability, and prompt resolution of unresolved safety concerns within schools.

88. (C) Conduct surprise breathalyzer tests for all drivers before buses depart and monitor them closely.
Anonymous allegations regarding critical transit safety risks, such as impaired driving, demand proactive administrative action to prevent potential disasters. Implementing mandatory surprise breathalyzer testing for all transport drivers prior to departure provides an immediate, objective, and effective verification measure. Proactive safety enforcement mitigates severe accident hazards, ensures strict driver sobriety, and maintains child transport security unconditionally.

89. (D) Directorate of Education officials or inspecting authorities
Official registers of safety complaints maintained by educational institutions are subject to mandatory regulatory oversight. Authorized officials from the Directorate of Education, statutory commissions, and official inspecting bodies possess statutory rights to inspect complaint logs during routine assessments or formal inquiries. Official inspections verify that institutional leadership records, addresses, and resolves reported safety grievances systematically and compliantly.

90. (A) Principal, teachers, PTA and student reps, and local community members
Comprehensive safety guidelines stipulate that the School Safety Committee should feature a multi-stakeholder composition. Including the principal, teacher representatives, parent-teacher association members, student representatives, and local community members ensures diverse perspectives in identifying hazards. Broad

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are legally obligated to report such incidents immediately to local police or Child Welfare Committees. Concealing statutory offences constitutes a punishable administrative crime, making external statutory reporting mandatory for institutional leaders.

75. (C) A is true but R is false
Implementing web filters, firewalls, and safe search engines represents an essential technical layer for protecting students from inappropriate online content in school computer labs. However, technical measures alone are insufficient for comprehensive cyber safety. Educating students in digital literacy, online ethics, and cyber security principles is equally essential to empower responsible online behavior beyond protected institutional networks.

76. (B) Do not share personal details online or meet online contacts without adult guidance.
Fundamental cyber safety guidelines mandate protecting personal information while navigating digital platforms. Students are instructed never to share private data, home addresses, phone numbers, or passwords online, nor arrange physical meetings with online acquaintances without adult supervision. Adhering to these privacy practices safeguards children from online predators, identity theft, cyber grooming, and potential exploitation across digital networks.

77. (A) Information Technology Act, 2000
The Information Technology Act, 2000 serves as the primary statutory framework in India governing cyber safety, digital transactions, electronic records, and cybercrime offences. Generating awareness regarding this legislation informs students and educators about illegal digital activities, such as identity theft, hacking, unauthorized data access, and online harassment, fostering legally compliant and responsible digital citizenship among students.

78. (C) Fraudulent attempts to steal passwords by posing as a trustworthy entity.
Phishing refers to a cyber deceptive technique where malicious actors impersonate trustworthy organizations or individuals via emails, messages, or websites to trick victims into revealing sensitive personal credentials, such as passwords or financial data. Educating school communities regarding phishing tactics helps prevent digital security breaches, protecting institutional data systems and individual personal information from malicious exploitation.

79. (D) Provide counseling, inform parents, and assist them in filing a cyber cell/police complaint.
When a student reports external cyber harassment or threats, educational leadership must take supportive administrative action. Principals are responsible for providing immediate psychological counseling, informing the student's parents, documenting available evidence, and assisting the family in filing formal complaints with specialized cyber crime police units, ensuring that child protection standards extend to digital threats impacting students.

80. (C) Female attendants near washrooms and in transport
Institutional safety protocols specifically emphasize deploying female support staff near washroom entrances, primary sections, and inside school transit vehicles to protect female students. Female attendants maintain vigilant supervision, assist younger children, prevent unauthorized entry into private zones, and deter potential abuse or harassment, thereby creating a secure physical environment tailored to the protective needs of girl students.

81. (B) Separate washrooms with incinerators or safe disposal for sanitary pads.
Comprehensive child safety and health guidelines mandate providing dedicated, safe, and hygienic menstrual hygiene management facilities for female students. Institutional infrastructure must include clean female washrooms equipped with continuous water supply, covered disposal bins, or electrical incinerators for safe sanitary waste disposal. Maintaining dignified hygiene facilities reduces school absenteeism among adolescent girls and supports individual health rights.

82. (D) Mandatory self-defense training in basic martial arts or judo.
Educational authorities strongly advocate self-defense training programs, such as basic martial arts, judo, or taekwondo, specifically tailored for female students. Specialized training builds physical agility, practical defensive skills, situational awareness, and personal confidence. Empowering girl students through practical self-defense equips them to recognize risks, react decisively during safety threats, and protect

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blood flow and oxygenation to vital organs during sudden cardiac arrest or respiratory cessation. Providing CPR training to school staff and older students enhances emergency preparedness, increasing survival chances during sudden life-threatening medical events on campus.

67. (A) It should store controlled narcotic drugs for pain management.
School medical rooms are intended for primary health monitoring, basic first aid, and emergency stabilization. Storing controlled narcotic substances or potent prescription drugs is prohibited due to legal restrictions and safety risks. Medical rooms must maintain clean, well-ventilated space, functional beds, essential first aid supplies, and detailed student health logs without retaining dangerous controlled substances on school premises.

68. (C) Apply pressure to stop bleeding, inform parents, and move child to the hospital.
When dealing with severe physical trauma, immediate first aid intervention takes priority over routine administrative delays. Applying direct pressure controls severe bleeding while designated personnel contact the student's parents and arrange immediate transport to a healthcare facility. Administrative leadership must ensure prompt emergency response, taking responsible action to protect student life regardless of whether the resident nurse is present.

69. (A) Repeated aggressive behavior with a power imbalance, whether physical, verbal, or social.
Educational safety guidelines define bullying as unwanted, aggressive behavior among students that involves a real or perceived power imbalance and is repeated over time. Bullying manifests through physical aggression, verbal harassment, emotional intimidation, or social exclusion. Recognized as a significant threat to psychosocial well-being, institutional policies require proactive measures to detect, prevent, and remediate all forms of bullying.

70. (D) The school counsellor or wellness teacher
Anti-bullying committees require professional guidance to handle peer conflicts, psychosocial distress, and behavioral interventions effectively. School counselors or wellness teachers bring essential expertise in adolescent psychology, emotional support, and conflict resolution. Including mental health professionals ensures that institutional anti-bullying strategies prioritize psychological healing, fair mediation, behavioral modification, and comprehensive support for affected students within educational environments.

71. (B) Cyberbullying
Cyberbullying involves utilizing digital communication platforms, social media, or messaging applications to harass, intimidate, impersonate, or humiliate individuals. Creating fake online profiles to post derogatory remarks about a peer exemplifies digital harassment. Institutional safety frameworks require schools to address cyberbullying through student digital literacy, active monitoring of reported online incidents, parental coordination, and restorative disciplinary actions.

72. (C) Restorative, focusing on behavior modification and counseling for both parties.
Modern anti-bullying directives emphasize restorative justice approaches rather than purely punitive measures. Restorative practices focus on addressing underlying behavioral causes, encouraging empathy, repairing interpersonal harm, and providing professional counseling to both victims and perpetrators. Guided intervention modifies negative behaviors, prevents repeat offenses, and maintains a supportive educational environment conducive to positive social development and emotional well-being.

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73. (D) Place anonymous complaint boxes at discreet locations across the school premises.
Installing anonymous complaint and suggestion boxes in accessible yet discreet campus locations enables students to report bullying, harassment, or safety concerns without fear of peer retaliation or public exposure. Anonymous reporting mechanisms lower communication barriers for vulnerable students, providing school safety committees with critical information regarding hidden hazards, peer conflicts, and systemic behavioral issues across campus.

74. (A) Report it to local police or child welfare authorities under laws like POCSO.
Severe bullying incidents involving physical assault, grievous hurt, or sexual offences fall under statutory reporting mandates governed by laws like the POCSO Act. School authorities

stakeholder representation fosters collaborative decision-making, transparent safety monitoring, shared accountability, and well-rounded implementation of safety policies across the educational community.

91. (B) To plan and monitor safety protocols across physical, psychosocial, and disaster domains.
The primary mandate of the School Safety Committee involves formulating, executing, and monitoring comprehensive safety protocols across physical, psychosocial, and disaster management domains. The committee conducts periodic hazard assessments, coordinates emergency evacuation drills, reviews safety complaints, inspects physical infrastructure, and ensures strict adherence to mandatory child protection directives to sustain a safe learning environment continuously.

92. (B) SMC has general RTE administrative oversight, while Safety Committee focuses specifically on monitoring safety guidelines.
The School Management Committee holds broad administrative governance responsibilities under the Right to Education Act, overseeing overall academic progress, institutional financial utilization, and general infrastructure development. Conversely, the School Safety Committee operates as a specialized functional body dedicated exclusively to planning, implementing, and auditing comprehensive physical, environmental, psychosocial, and disaster safety measures required across daily school operations.

93. (A) Both A and R are true and R is the correct explanation of A
Actively involving student representatives on safety committees enhances institutional risk detection by leveraging direct student observations. Students interact daily across all campus areas and can identify unmonitored harassment locations, peer bullying, digital risks, and minor physical hazards that adult staff might overlook. Participatory involvement empowers students, builds safety awareness, and strengthens school-wide safety management effectively.

94. (C) Identify physical hazards like exposed wiring, loose tiles, or unlocked roofs.
Regular physical walkthroughs by the School Safety Committee aim to proactively inspect campus infrastructure and identify structural and environmental hazards. Inspecting corridors, rooftops, staircases, electrical fixtures, playground equipment, and washrooms allows the committee to detect exposed wiring, structural cracks, broken glass, or slip risks, ensuring prompt corrective maintenance before accidents occur on campus grounds.

95. (D) An Action Taken Report (ATR)
Following the resolution of identified safety hazards, the School Safety Committee must document completed corrective measures by generating a detailed Action Taken Report. This official document records identified risks, corrective administrative procedures executed, completion timelines, and responsible personnel, establishing clear organizational accountability and providing verifiable documentation during routine state inspections or formal safety audits by education authorities.

96. (C) Structural, fire safety, and electrical safety audits
Comprehensive periodic safety audits in educational institutions encompass critical physical infrastructure domains, specifically structural building integrity, fire safety readiness, and electrical system safety installations. Evaluating building stability, fire detection and suppression systems, and electrical wiring safety protects occupants from structural failures, sudden electrical fires, and severe hazard risks, ensuring full alignment with statutory national safety codes.

97. (B) Certified structural engineers or authorized officials from PWD/CPWD.
Evaluating the structural safety of school buildings requires specialized technical expertise possessed exclusively by qualified structural engineers or authorized technical engineers from public works departments like PWD or CPWD. These certified professionals conduct rigorous technical assessments of load-bearing pillars, structural beams, roof slabs, and foundational integrity, issuing formal structural stability certificates required for institutional operating clearance.

98. (A) I, II and III
Periodic physical safety audits focus on examining physical infrastructure, fire equipment validity, boundary security, and emergency

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displaying "ON SCHOOL DUTY" is mandatory. Clear visual markings inform public road users, prioritize transit safety, and enforce strict traffic compliance surrounding student transportation.

33. (A) I and II only
Safety regulations mandate that school transportation vehicles must be painted yellow for high road visibility and contain mandatory emergency equipment, including first aid kits and fire extinguishers. Dark or tinted window films are strictly banned under motor vehicle safety laws to ensure clear interior visibility from outside, protecting passengers and preventing unauthorized or unsafe activities within student transport vehicles.

34. (D) A female attendant / guard
Transport guidelines for educational institutions explicitly require the presence of a female attendant or escort on every school bus carrying female students. Female escorts assist young children during boarding and alighting, monitor student interactions during transit, and prevent potential harassment or abuse. Dedicated female personnel ensure continuous supervision, enhancing overall physical and emotional security throughout student journeys between home and school.

35. (B) 40 km/hr
Standard regulatory frameworks and traffic guidelines govern the maximum operational speed of school buses, restricting speed limits to forty kilometers per hour. Installing functional speed governors on all student transport vehicles ensures strict compliance with this statutory ceiling. Speed restrictions significantly lower accident risks, enhance vehicle control in dense urban traffic, and secure student commuters during daily transit operations.

36. (C) The School Transport Committee
Educational administrative guidelines require establishing a dedicated School Transport Committee to oversee student transportation safety. Comprising school administrators, teacher representatives, parent association members, and transport operators, this body monitors route planning, checks driver credentials, reviews vehicle safety compliance, and resolves transport-related grievances, ensuring that all transportation services operate safely, reliably, and in full accordance with regulatory norms.

37. (A) Valid heavy vehicle driving license with at least 5 years of experience
Operational regulations governing school transport mandate that drivers must possess a valid heavy vehicle driving license alongside a minimum specified driving experience, typically five years without major traffic convictions. Experienced drivers demonstrate enhanced vehicle handling skills, road discipline, and crisis management capabilities, which are essential for safeguarding children during transit and reducing road accident vulnerabilities across urban regions.

38. (D) Keep students in shaded or indoor areas until their specific bus arrives for boarding.
During extreme weather conditions like severe heatwaves, school heads must implement protective administrative protocols to shield students from health hazards. Keeping children in shaded, indoor, or well-ventilated assembly areas until their specific transportation arrives prevents heat exhaustion, dehydration, and sunstroke. Proactive supervision during extreme climate advisories ensures physical safety while avoiding unnecessary exposure to dangerous environmental conditions.

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39. (B) National Disaster Management Guidelines - School Safety Policy
The National Disaster Management Authority formulated a landmark policy document titled National Disaster Management Guidelines - School Safety Policy. This publication provides a comprehensive framework for institutionalizing safety protocols, structural and non-structural mitigation, emergency preparedness, hazard assessments, and risk reduction strategies in educational institutions nationwide, ensuring structured disaster management and child protection in schools.

40. (C) A hazard is a potential threat, whereas a disaster is its realization causing disruption and loss.
In disaster management terminology, a hazard represents a dangerous condition or event that possesses potential to cause harm, injury, or damage. A disaster occurs when a hazard actually materializes and impacts a vulnerable community exceeding its coping capacity, resulting in widespread human, material, or environmental loss. Understanding this distinction assists

CHAPTER 15

Constitutional Provisions for PwBD, EWS, SC, ST & Disadvantaged Groups

1. The Rights of Persons with Disabilities (RPwD) Act, 2016 was enacted primarily to fulfill India's obligation toward which of the following international conventions?
(A) The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
(B) The Salamanca Statement and Framework for Action
(C) The Dakar Framework for Action
(D) The Incheon Strategy to Make the Right Real

2. Under the RPwD Act, 2016, a "person with benchmark disability" is defined as a person with not less than what percentage of a specified disability?
(A) 30 percent
(B) 40 percent
(C) 50 percent
(D) 60 percent

3. Which of the following is NOT an explicitly stated objective or guiding principle of the Rights of Persons with Disabilities Act, 2016?
(A) Establishment of separate, isolated educational campuses for all children with disabilities
(B) Respect for inherent dignity and individual autonomy
(C) Non-discrimination and full, effective participation in society
(D) Accessibility and equality of opportunity

4. Section 3 of the RPwD Act, 2016 mandates that the appropriate Government shall ensure that persons with disabilities enjoy the right to equality, life with dignity, and respect for their integrity equally with others. Which corresponding constitutional article forms the fundamental basis for this provision?
(A) Article 14
(B) Article 19
(C) Article 25
(D) Article 32

5. A Principal of a government-aided school denies admission to a student with a locomotor disability, stating that the school currently lacks the physical infrastructure to accommodate the student's wheelchair and advising the parents to seek a special school. Under the provisions of the RPwD Act, 2016, how should this action be legally evaluated?
(A) The action is legally justified as schools are allowed to deny admission until infrastructure is fully modified.
(B) The action violates the RPwD Act, as schools are mandated to admit children with disabilities without discrimination and provide reasonable accommodation.
(C) The action is justified because locomotor disability requires specialized medical care not available in regular schools.
(D) The action is permitted under the RTE Act but violates the RPwD Act.

6. The Rights of Persons with Disabilities Act, 2016 expanded the number of recognized specified disabilities from 7 under the previous PwD Act, 1995 to how many?
(A) 14
(B) 18
(C) 21
(D) 24

7. Which of the following disabilities was newly added in the RPwD Act, 2016 and was not present in the PwD Act, 1995?
(A) Locomotor Disability and mobility restrictions
(B) Hearing Impairment and severe auditory loss
(C) Leprosy Cured persons with physical deficits
(D) Specific Learning Disabilities

8. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Acid Attack Victims are classified

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correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

26. As per the Harmonised Guidelines and Standards for Universal Accessibility in India 2021, what is the maximum recommended gradient (slope) for a wheelchair ramp in a school building for independent use?
(A) 1:8
(B) 1:10
(C) 1:12
(D) 1:20

27. The RPwD Act, 2016 defines the principle of "Reasonable Accommodation". What does it primarily imply in a school setting?
(A) Necessary modifications ensuring equal rights for disabled persons without disproportionate burden
(B) Providing compulsory free residential hostel accommodations and boarding facilities for all disabled students
(C) Constructing an entirely separate and isolated educational building specifically for disabled students
(D) Lowering minimum passing examination marks to ten percent exclusively for students with benchmark disabilities

28. Which of the following is NOT an accessibility requirement mandated for conducting examinations for students with benchmark disabilities?
(A) Provision of a scribe or reader if requested
(B) Compensatory time of 20 minutes per hour of examination
(C) Complete exemption from appearing in the examination
(D) Accessible computer terminals for computer-based tests

29. To ensure the implementation of accessibility standards in a school, an Access Audit is typically conducted. Who among the following is fundamentally responsible for ensuring that school premises conform to accessibility norms prior to granting recognition?
(A) The local Parent-Teacher Association
(B) The School Management Committee alone
(C) The National Commission for Protection of Child Rights (NCPCR)
(D) Directorate of Education (Appropriate Authority)

30. Consider the following statements regarding accessibility norms under the RPwD Act, 2016:
I. Tactile paving is required for orientation of persons with visual impairments.
II. Lifts or elevators must have auditory signals and Braille signage.
III. Accessible toilets are mandatory only in higher educational institutions, not primary schools.
IV. The Act mandates transport accessibility, requiring modifications in school buses.
Which of the above statement(s) is/are correct?
(A) I, II and IV
(B) I, II and III
(C) II, III and IV
(D) I, III and IV

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31. Article 15(4) of the Constitution of India, which allows the State to make special provisions for the advancement of any socially and educationally backward classes of citizens or for the SCs and STs, was added by which Constitutional Amendment?
(A) First Amendment Act, 1951
(B) Forty-Second Amendment Act, 1976
(C) Seventy-Third Amendment Act, 1992
(D) Ninety-Third Amendment Act, 2005

32. Article 15(1) of the Constitution of India prohibits discrimination by the State on grounds only of religion, race, caste, sex, or place of birth. In this context, Article 15(4) functions as:
(A) An absolute statutory repeal and total override of the non-discrimination provisions in Article 15(1)
(B) A non-justiciable directive principle of state policy carrying no binding judicial enforceability
(C) A specialized provision created exclusively for the protection of recognized linguistic minorities
(D) An enabling provision forming a constitutional exception to non-discrimination

33. Which landmark Supreme Court judgment necessitated the introduction of Article 15(4) by ruling that the Constitution did not initially permit reservation in educational institutions?
(A) State of Madras v. Champakam Dorairajan
(B) Kesavananda Bharati v. State of Kerala
(C) Indra Sawhney v. Union of India
(D) T.M.A. Pai Foundation v. State of Karnataka

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(A) Children belonging to disadvantaged groups
(B) Children with Special Needs (CWSN) exclusively
(C) Children of weaker sections
(D) Children in difficult circumstances

18. According to Section 34 of the RPwD Act, 2016, what is the minimum percentage of vacancies in government establishments that must be reserved for persons with benchmark disabilities?
(A) 3 percent
(B) 4 percent
(C) 5 percent
(D) 6 percent

19. Under the 4% reservation formula for employment outlined in the RPwD Act, 2016, 1% is reserved specifically for which of the following combined categories?
(A) Autism, intellectual and learning disabilities, mental illness, and multiple disabilities
(B) Individuals affected by visual impairments including total blindness and low vision conditions
(C) Individuals affected by hearing impairments including total deafness and hard of hearing
(D) Individuals with locomotor disabilities including cerebral palsy and allied motor conditions

20. A Principal is attempting to fill a teaching vacancy reserved for a person with blindness. However, despite multiple advertisements, no suitable candidate with a benchmark disability is found in the recruitment year. What is the correct administrative procedure according to the RPwD Act, 2016?
(A) The vacancy is immediately de-reserved and filled by a general category candidate.
(B) The post is surrendered to the Finance Department as lapsed.
(C) The vacancy is automatically converted to an SC/ST reserved vacancy.
(D) The vacancy is carried forward to the succeeding recruitment year.

21. Which authority holds the power to exempt any establishment from the provisions of reservation in employment for persons with benchmark disabilities, having regard to the type of work carried out?
(A) The Principal or Head of the Institution acting on behalf of the School Management Committee
(B) The appropriate Government, after consulting the Chief or State Commissioner
(C) The Chief Commissioner for Persons with Disabilities operating at the national level
(D) The National Council for Educational Research and Training (NCERT) advisory board

22. In government employment, if a candidate with a benchmark disability is selected on their own merit in open competition, how is their selection accounted for in the reservation roster?
(A) Adjusted directly against the PwBD quota regardless of their high merit position
(B) Counted simultaneously under both the unreserved category and the PwBD quota
(C) Adjusted against unreserved (UR) vacancies, not against the reserved PwBD quota
(D) Denied appointment because open competition recruitment is reserved for non-disabled candidates

23. Every government establishment is required to maintain records relating to persons with disabilities in employment and to notify vacancies to which authority under the RPwD Act, 2016?
(A) National Human Rights Commission
(B) Ministry of Social Justice and Empowerment
(C) Central Vigilance Commission
(D) Special Employment Exchange

24. What is the statutory time limit given under the RPwD Act, 2016 for existing public buildings to be made accessible, starting from the date of notification of rules?
(A) 2 years
(B) 3 years
(C) 5 years
(D) 10 years

25. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): The RPwD Act, 2016 promotes the concept of "Universal Design" for goods, equipment, and educational facilities.
Reason (R): Universal Design involves creating specialized, segregated equipment exclusively for persons with disabilities that cannot be used by others.
Which of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the

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under physical disability in the RPwD Act, 2016.
Reason (R): Acid attacks often result in visual impairment and disfigurement, significantly restricting the victim's social and occupational participation.
Which of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

9. According to the RPwD Act, 2016, Thalassemia, Hemophilia, and Sickle Cell disease are categorized under which of the following groups?
(A) Chronic Neurological Conditions
(B) Blood Disorders
(C) Multiple Disabilities
(D) Physical Disabilities

10. Identify the incorrect pair regarding the categories of specified disabilities under the RPwD Act, 2016:
(A) Intellectual Disability Category — Specific Learning Disabilities
(B) Physical Disability Category — Autism Spectrum Disorder
(C) Visual Impairment Category — Low Vision Condition
(D) Chronic Neurological Conditions — Multiple Sclerosis

11. Under the RPwD Act, 2016, "Dwarfism" is recognized as a disability if an adult person's height does not exceed:
(A) 4 feet 0 inches
(B) 4 feet 5 inches
(C) 4 feet 10 inches
(D) 5 feet 0 inches

12. As per the RPwD Act, 2016, what is the quantum of reservation mandated for persons with benchmark disabilities in all Government institutions of higher education and those receiving aid from the Government?
(A) Not less than 3 percent
(B) Not less than 4 percent
(C) Not less than 5 percent
(D) Not less than 10 percent

13. Under Section 31 of the RPwD Act, 2016, every child with a benchmark disability has the right to free education in an appropriate environment until they attain the age of:
(A) 14 years
(B) 16 years
(C) 18 years
(D) 21 years

14. Which section of the RPwD Act, 2016 specifically outlines the duties of educational institutions to provide inclusive education, including detecting specific learning disabilities early and providing suitable pedagogical measures?
(A) Section 16
(B) Section 20
(C) Section 24
(D) Section 34

15. Consider the following statements regarding educational provisions under the RPwD Act, 2016:
I. Government and aided educational institutions must reserve seats for students with benchmark disabilities.
II. Such institutions are required to give an upper age relaxation of five years for admission to persons with benchmark disabilities.
III. The Act mandates that every school must have a separate specialized curriculum and separate examinations for children with disabilities.
Which of the above statement(s) is/are correct?
(A) Only I and II are correct
(B) Only II and III are correct
(C) Only I and III are correct
(D) I, II and III are correct

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16. In the context of the RPwD Act, 2016, which of the following is NOT an explicit mandate for educational institutions?
(A) Provide reasonable accommodation according to the individual's requirements
(B) Make buildings, campuses, and various facilities accessible
(C) Provide necessary support individualized or otherwise in environments that maximize academic and social development
(D) Waive all tuition fees for persons with benchmark disabilities irrespective of income

17. The Right of Children to Free and Compulsory Education (RTE) Act, 2009 was amended in 2012 to align with disability rights. It includes children with disabilities under which specific category?

34. While Article 15(4) empowers the State to make special provisions for socially and educationally backward classes, how is a class determined as "socially and educationally backward"?
(A) Solely on the basis of household economic criteria and per capita annual income metrics
(B) Solely on the basis of formal religious affiliation and minority demographic status
(C) Based on social and educational backwardness assessed by Commissions under Article 340
(D) Solely on the basis of verified physical disability and recognized medical impairment status

35. A government school Principal intends to establish a free after-school remedial coaching center funded by the school management fund, specifically restricted to students belonging to Scheduled Castes and Scheduled Tribes to improve their board exam performance. Under constitutional provisions, is this action permissible?
(A) Yes, as an affirmative action measure under Article 15(4) for SC/ST student advancement.
(B) No, because it unconditionally violates Article 14 guaranteeing equality before the law to all citizens.
(C) No, because Article 15(4) provisions apply exclusively to higher education and not school education.
(D) Yes, but it remains permissible only if formally approved by the National Human Rights Commission.

36. Article 15(5) was inserted into the Constitution of India to expressly enable the State to make special provisions regarding admissions to educational institutions. Which Constitutional Amendment Act introduced Article 15(5)?
(A) 86th Amendment Act, 2002
(B) 93rd Amendment Act, 2005
(C) 97th Amendment Act, 2011
(D) 103rd Amendment Act, 2019

37. Which type of educational institutions are explicitly EXEMPTED from the application of reservation policies established under Article 15(5) of the Constitution of India?
(A) State universities established and funded by State Legislative Acts
(B) Minority educational institutions under Article 30(1)
(C) Private unaided non-minority institutions receiving no government aid
(D) Central universities established under Acts of Parliament

38. The statutory backing for reserving 25% seats in private unaided schools for children from weaker sections and disadvantaged groups under Section 12(1)(c) of the RTE Act draws its constitutional validity from which provision?
(A) Article 16(4) regarding public employment reservations
(B) Article 29(2) regarding non-discrimination in state aid
(C) Article 15(5) read with Article 21A
(D) Article 46 regarding promotion of weaker sections

39. In the context of the Right to Education Act and Article 15(5), how is a "child belonging to disadvantaged group" defined for entry-level admissions?
(A) Any child living within a strictly defined 1 km radial distance from the government or private school premises
(B) Only children whose parents earn less than ₹1,000 per month as certified by local revenue authorities
(C) Children belonging exclusively to recognized linguistic minorities within the specified Union Territory
(D) A child belonging to SC, ST, OBC (Non-Creamy Layer), orphan, transgender, or CWSN categories

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40. Identify the correct pair regarding Constitutional provisions and their subject matter:
(A) Article 15(5) — Reservation in educational institution admissions
(B) Article 15(4) — Reservation in public employment promotions and seniority benefits
(C) Article 16(4) — Right to free and compulsory elementary education for all children
(D) Article 16(4A) — Economically Weaker Sections (EWS) reservation in public employment

41. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Under Article 15(5), the State can mandate reservation of seats for socially and educationally backward classes in private unaided non-minority educational institutions.

58. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): EWS reservation is provided over and above the existing scheme of 50% reservation for SC, ST, and OBC.
Reason (R): The 103rd Amendment explicitly states that EWS reservation shall be in addition to the existing reservations.
Which of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

59. In the landmark judgment Janhit Abhiyan vs Union of India (2022), the Supreme Court of India delivered a verdict regarding the 103rd Constitutional Amendment. What was the outcome?
(A) The Supreme Court upheld the constitutional validity of the EWS quota.
(B) The Supreme Court struck down the amendment as violating the basic structure of the Constitution.
(C) The Supreme Court reduced the EWS quota from 10% to 5%.
(D) The Supreme Court directed that EWS quota must include SC, ST, and OBC candidates.

60. As per the criteria notified by the Government of India for Central government posts and services, persons whose family has a gross annual income below a certain threshold are identified as EWS. What is this income threshold?
(A) Below ₹5 lakh
(B) Below ₹6 lakh
(C) Below ₹8 lakh
(D) Below ₹10 lakh

61. Consider the following asset criteria for exclusion from the EWS category as per Government of India norms:
I. Ownership of 5 acres of agricultural land and above.
II. Ownership of a residential flat of 1000 sq ft and above.
III. Ownership of a residential plot of 100 sq yards and above in notified municipalities.
IV. Ownership of a commercial property yielding ₹1 lakh per annum.
Which of the above are the correct statutory criteria that disqualify a candidate from EWS status?
(A) I, II and III
(B) I, III and IV
(C) II, III and IV
(D) I, II, III and IV

62. For the purpose of determining EWS status, the term "Family" includes which of the following?
(A) Only the person seeking reservation and their immediate biological or adoptive parents residing together
(B) The person seeking reservation, their parents, and all dependent or independent siblings irrespective of age
(C) The applicant, parents/siblings under 18, and spouse/children under 18
(D) The extended joint family including grandparents, uncles, and aunts residing together in the household

63. Under standard guidelines for EWS admission in private unaided schools under the RTE Act, the Income Certificate must be issued by an officer not below the rank of:
(A) Block Development Officer operating at block level
(B) Tehsildar or Sub-Divisional Magistrate
(C) District Magistrate or Deputy Commissioner only
(D) Revenue Inspector or local Circle Officer

64. When calculating the "Gross Annual Income" for EWS certification, which of the following sources of income is considered?
(A) Only regular salary income earned by working family members in official government or corporate employment
(B) Only net business income generated from verified commercial enterprises and registered self-employment
(C) Income aggregated from all active economic sources while strictly excluding any agricultural holdings or yields
(D) Income from all sources (salary, agriculture, business, etc.) for the prior financial year

65. The parents of an applicant submit an Income Certificate of ₹4 lakhs per annum and apply for EWS admission in a private school. During verification, it is found they own a residential flat of 1,200 sq. ft. As a Principal, what is the legally sound action regarding the admission?

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49. Article 46 specifically mentions two groups for whom the State must promote educational and economic interests with special care. Which are these two groups?
(A) Scheduled Castes and Scheduled Tribes
(B) Women and Children
(C) Minorities and Other Backward Classes
(D) Persons with Disabilities and Economically Weaker Sections

50. Article 46 directs the State to protect the weaker sections from which of the following?
(A) Arbitrary economic taxation and civil litigation procedures
(B) Compulsory military service during emergency situations
(C) Social injustice and exploitation
(D) Forced inter-state migration and displacement issues

51. A School Principal initiates a specialized mentorship program specifically for SC and ST students to reduce the dropout rate, utilizing funds allocated by the Directorate of Education. When questioned by a parent about the legality of a program not offered to general category students, what is the most appropriate administrative defense?
(A) It fulfills the State's Article 46 duty to promote educational interests of SC/ST students.
(B) The program is an executive initiative of the Principal and remains completely immune from judicial scrutiny.
(C) The program is statutory and explicitly mandated under provisions of the Right to Information Act, 2005.
(D) General category students face no academic challenges in schools, justifying their complete exclusion.

52. While Article 46 acts as a guiding principle for the State, what is its legal standing regarding enforceability?
(A) It is directly enforceable in the Supreme Court via Article 32.
(B) It can only be enforced by the National Commission for Scheduled Castes.
(C) It is legally binding on private corporations as well as the State.
(D) It is non-justiciable but fundamental in the governance of the country.

53. The implementation of pre-matric and post-matric scholarship schemes for SC/ST students by the government is a direct realization of the objectives enshrined in which Constitutional Article?
(A) Article 21
(B) Article 44
(C) Article 46
(D) Article 51A

54. The 103rd Constitutional Amendment Act, 2019 introduced reservation for Economically Weaker Sections (EWS). What is the maximum quantum of reservation permitted under this amendment?
(A) Up to 5%
(B) Up to 10%
(C) Up to 15%
(D) Up to 27%

55. Which two new clauses were added to the Constitution of India by the 103rd Amendment to enable EWS reservation?
(A) Article 15(5) and Article 16(5)
(B) Article 14(2) and Article 16(4C)
(C) Article 17(1) and Article 18(2)
(D) Article 15(6) and Article 16(6)

56. According to the provisions of Article 15(6), EWS reservation in educational institutions can be applied to all educational institutions, EXCEPT:
(A) Minority educational institutions under Article 30(1)
(B) Central Universities established under parliamentary statutes
(C) State government run schools and aided educational bodies
(D) Private unaided non-minority educational institutions

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57. Who determines the criteria (based on family income and other indicators of economic disadvantage) for identifying the Economically Weaker Sections (EWS) under Articles 15(6) and 16(6)?
(A) The President of India exclusively acting upon executive discretion
(B) The State based on family income and economic indicators
(C) The Supreme Court of India through constitutional bench judgments
(D) The National Commission for Backward Classes advisory committee

(B) The list of OBCs notified by the concerned State/UT Government
(C) The respective domicile state list from which the candidate originally migrated
(D) All state-level OBC lists recognized across any Union Territory or State

74. What is the maximum age relaxation generally provided to SC/ST candidates for direct recruitment to Group B and Group C teaching posts?
(A) 3 years
(B) 5 years
(C) 7 years
(D) 10 years

75. In the context of the Central Teacher Eligibility Test (CTET) and recruitment criteria, what relaxation in the minimum qualifying marks is typically permissible for candidates belonging to SC/ST/OBC/Differently abled categories as per National Council for Teacher Education (NCTE) guidelines?
(A) 2%
(B) 5%
(C) 10%
(D) 15%

76. Consider the following statements regarding the recruitment of PwBD candidates in teaching posts:
I. Age relaxation for PwBD candidates is 10 years (15 years for SC/ST and 13 years for OBC).
II. PwBD candidates are exempt from paying application fees for recruitment examinations conducted by central public recruiting bodies.
III. If a PwBD candidate uses a scribe, they are strictly penalized by deducting 10% of their final score.
Which of the above statement(s) is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

77. In the context of a reservation roster for direct recruitment, if an SC candidate gets selected on their own merit without availing any relaxed standard (other than fee concession), how are they treated in the roster?
(A) Counted against the reserved point for SC
(B) Shifted to the ST quota
(C) Treated as a surplus candidate outside the cadre
(D) Counted against the unreserved (UR) point

78. Which Union Ministry is the nodal ministry for implementing the Post-Matric Scholarship Scheme for Scheduled Castes (PMS-SC)?
(A) Ministry of Education (Department of School Education)
(B) Ministry of Tribal Affairs (Division of Tribal Welfare)
(C) Ministry of Social Justice and Empowerment
(D) Ministry of Minority Affairs (Scholarship Division)

79. The National Means-cum-Merit Scholarship (NMMS) Scheme is aimed at arresting the dropout rate at class VIII and encouraging students to continue study at the secondary stage. What is the target group for this scheme?
(A) Exclusively Scheduled Caste and Scheduled Tribe students
(B) Meritorious economically weaker section students
(C) Only girl students belonging to recognized minority communities
(D) Children of serving or retired armed forces personnel

80. The PM YASASVI (PM Young Achievers Scholarship Award Scheme for Vibrant India) is a comprehensive scholarship scheme formulated by the government. It primarily targets students belonging to which categories?
(A) Scheduled Caste (SC) and Scheduled Tribe (ST) students exclusively
(B) Persons with Benchmark Disabilities (PwBD) across all age groups
(C) General category students residing below the official poverty line
(D) OBC, EBC, and DNT students

81. A student from the ST category applies for a Pre-Matric Scholarship. The Principal verifies the application on the National Scholarship Portal (NSP). What is a mandatory prerequisite for the direct benefit transfer (DBT) of the scholarship amount to the student?
(A) Aadhaar seeding with the bank account
(B) Maintenance of 100% mandatory attendance in the previous academic year
(C) Securing at least 90% aggregate marks in the previous class examination
(D) Complete surrender of the family's official

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(A) Reject, as owning a flat of 1000 sq ft or more disqualifies EWS status regardless of income.
(B) Admit the child unconditionally because total household income remains well below the statutory ₹8 lakh limit.
(C) Admit the child under general category provisions while charging partial tuition fees as per management decision.
(D) Refer the entire admission dispute directly to the Supreme Court of India for constitutional interpretation.

66. A Principal receives an application where the child belongs to the OBC (Non-Creamy Layer) category. Does this child qualify for admission under Section 12(1)(c) of the RTE Act as belonging to a Disadvantaged Group (DG)?
(A) No, because OBC status is strictly not recognized for entry-level admissions under the RTE Act provisions.
(B) No, because candidates are legally prohibited from claiming dual eligibility under both EWS and DG quotas.
(C) Yes, under the Disadvantaged Group (DG) category with valid certification.
(D) Yes, but entry is permitted only if the family additionally possesses an official BPL ration card.

67. The Supreme Court of India replaced the "vacancy-based" reservation roster with a "post-based" reservation roster in which landmark case to ensure reservation does not exceed the prescribed percentage of the cadre strength?
(A) R.K. Sabharwal vs State of Punjab
(B) M. Nagaraj vs Union of India
(C) Ashok Kumar Thakur vs Union of India
(D) Jarnail Singh vs Lachhmi Narain Gupta

68. Under the post-based roster system for direct recruitment on an all-India basis by open competition, a roster of how many points is maintained to reflect the exact percentage of reservation (SC-15%, ST-7.5%, OBC-27%)?
(A) 100-point roster
(B) 120-point roster
(C) 200-point roster
(D) 500-point roster

69. If the cadre strength in a particular grade or post is between 2 and 13, which type of reservation roster is applicable?
(A) 100-point standard roster
(B) L-shaped (14-point) roster
(C) 200-point standard roster
(D) Reservation does not apply to a cadre less than 14

70. Every government department or institution must appoint an officer to ensure compliance with reservation policies and proper maintenance of reservation rosters. What is the official designation of this officer?
(A) Vigilance Officer
(B) Public Information Officer
(C) Liaison Officer
(D) Grievance Redressal Officer

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71. What is the administrative principle regarding the reservation of a "single isolated post" in a cadre?
(A) It must always be reserved for Scheduled Castes to clear historical backlog vacancies across cadres.
(B) It is systematically rotated among SC, ST, and OBC candidates on an annual recruitment cycle basis.
(C) It is kept unreserved for the first five recruitment years, after which it becomes reserved.
(D) It cannot be reserved, as 100% reservation violates Article 16(1).

72. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): In the preparation of a post-based roster, the roster points are allocated based on the percentage of reservation.
Reason (R): Roster points for PwBD (horizontal reservation) are adjusted by cutting across the vertical reservation categories (SC/ST/OBC/UR).
Which of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

73. In the recruitment of teachers by a State or Union Territory authority, which list of Other Backward Classes (OBC) is recognized for granting reservation under its jurisdiction?
(A) The Central list of OBCs maintained by the Ministry of Social Justice

Reason (R): The 93rd Constitutional Amendment expanded the State's power to intervene in private unaided institutions to advance social equity.

Which of the following is correct?

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

42. Article 16(4) of the Constitution of India allows the State to make provisions for the reservation of appointments or posts in favor of any backward class of citizens. What is the constitutional prerequisite for making such a provision?

(A) The class must be formally classified as an economically weaker section by the State.
(B) The class is not adequately represented in services under the State.
(C) The class must officially constitute at least 15% of the total state demographic population.
(D) The class must be exclusively engaged in traditional or artisan occupations across the State.

43. Which constitutional amendment inserted Article 16(4A), enabling the State to provide reservation in matters of promotion with consequential seniority to SCs and STs?

(A) 77th Amendment Act, 1995
(B) 81st Amendment Act, 2000
(C) 82nd Amendment Act, 2000
(D) 85th Amendment Act, 2001

44. Article 16(4B) was added to protect which specific administrative practice related to reservation rosters from being subjected to the 50% ceiling limit on reservations?

(A) Introduction of Economically Weaker Sections (EWS) reservation quota in government services
(B) Reservation policies applied to lateral entry contractual appointments in senior cadre posts
(C) Carrying forward unfilled reserved vacancies as a separate class in succeeding years
(D) Concession in minimum qualifying marks and evaluation standards for promotion examinations

45. In the landmark Indra Sawhney v. Union of India (1992) case, which of the following principles was NOT established regarding Article 16(4)?

(A) Reservation under Article 16(4) should generally not exceed 50%.
(B) The "Creamy Layer" must be excluded from backward classes.
(C) Backwardness under Article 16(4) need not be both social and educational; it is mainly social backwardness.
(D) Article 16(4) covers reservation in promotions as well as initial appointments.

46. As per Department of Personnel and Training (DoPT) guidelines reflecting Article 16(4) provisions, the concept of "Creamy Layer" for the purpose of exclusion from reservation applies to which category?

(A) Scheduled Castes (SC)
(B) Scheduled Tribes (ST)
(C) Other Backward Classes (OBC)
(D) Persons with Benchmark Disabilities (PwBD)

47. Consider the following statements regarding the constitutional framework of reservation in employment:

I. Article 16(1) guarantees equality of opportunity for all citizens in matters relating to employment under the State.
II. Article 16(4) is an exception to Article 16(1) and enables the State to reserve posts for backward classes.
III. The Constitution explicitly lists the castes and tribes that belong to the Other Backward Classes (OBC) in the Seventh Schedule.

Which of the above statement(s) is/are correct?

(A) Only I and II are correct
(B) Only II and III are correct
(C) Only I and III are correct
(D) I, II and III are correct

48. Article 46 of the Indian Constitution, which mandates the State to promote with special care the educational and economic interests of the weaker sections of the people, belongs to which part of the Constitution?

(A) Part III (Fundamental Rights guaranteed to citizens)
(B) Part IV (Directive Principles)
(C) Part IVA (Fundamental Duties of Indian citizens)
(D) Part IX (The Panchayats and rural local bodies)

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82. Which Central Sector Scheme focuses on providing assistance to disabled persons for purchasing/fitting of aids and appliances (e.g., wheelchairs, hearing aids) that can support a child's inclusion in school?
(A) Samagra Shiksha Abhiyan overarching program for school education
(B) DISHA scheme for early childhood development and rehabilitation
(C) ADIP Scheme
(D) Niramaya health insurance scheme for persons with autism

83. Identify the incorrect pair regarding schemes for disadvantaged groups and their target beneficiaries:
(A) Pragati Scholarship — Boys from Economically Weaker Sections for professional degrees
(B) Kasturba Gandhi Balika Vidyalayas (KGBV) — Girls from SC, ST, OBC, Minority and BPL families
(C) Eklavya Model Residential Schools (EMRS) — Scheduled Tribe (ST) students
(D) Begum Hazrat Mahal National Scholarship — Meritorious girl students belonging to minority communities

84. Section 2(m) of the RPwD Act, 2016 defines "Inclusive Education" as a system of education wherein students with and without disability learn together. What is the other critical component of this definition?
(A) All students are taught using a single, uniform instructional methodology with strictly no variations allowed.
(B) Students with disabilities are placed in mainstream classrooms but evaluated separately on a different campus.
(C) All general classroom teachers must possess a specialized medical degree to handle children with disabilities.
(D) The system of teaching and learning is suitably adapted to meet diverse student learning needs.

85. Given below are two statements, one labeled as Assertion (A) and the other labeled as Reason (R):
Assertion (A): Inclusive education requires the school to modify its curriculum, assessment, and pedagogical practices.

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Reason (R): Children with disabilities must adapt their learning style to fit into the standard, inflexible curriculum of the general education system.
Which of the following is correct?
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

86. In the context of inclusive education provisions in schools, what does IEP stand for?
(A) Institutional Evaluation Policy Framework
(B) Integrated Examination Procedure Standards
(C) Individualized Education Plan
(D) Inclusive Educational Pedagogy Guidelines

87. Under the Samagra Shiksha framework for inclusive education at the school level, specialized educators who travel from school to school to provide support to CWSN (Children with Special Needs) and guide general teachers are known as:
(A) Surrogate Teachers
(B) Nodal Officers
(C) Rehabilitation Psychologists
(D) Itinerant Teachers

88. Differentiating between "Accommodation" and "Modification" in inclusive education, which of the following is an example of an Accommodation for a student with a learning disability?
(A) Allowing extra time or an alternative format to demonstrate the same learning outcome
(B) Changing the expected learning outcome to a significantly lower grade level standard
(C) Completely exempting the student from taking any formal end-of-term academic examinations
(D) Removing core subjects like mathematics entirely from the student's regular curriculum

89. Which of the following strategies is most aligned with the principles of inclusive education for a classroom containing students from disadvantaged groups and CWSN?
(A) Streaming students strictly into different sections based on standardized IQ test scores
(B) Universal Design for Learning and Cooperative Learning
(C) Creating isolated and segregated seating arrangements exclusively for CWSN students

(D) Utilizing strict competitive, norm-referenced grading systems exclusively for evaluation

90. Consider the following actions by a school administration:
I. Refusing admission to a child with HIV/ AIDS citing health risks to others.
II. Asking a student with a severe locomotor disability to study from home instead of attending school.
III. Imposing an additional fee on a blind student to cover the cost of a scribe.
IV. Providing question papers in Braille for a visually impaired student.
Which of the above actions constitute illegal discrimination under the RPwD Act, 2016 and RTE Act, 2009?
(A) I, II and III
(B) I and II only
(C) II, III and IV
(D) I, III and IV

91. Under the RPwD Act, 2016, every establishment is required to publish a policy outlining the measures it will take to ensure a non-discriminatory environment for persons with disabilities. What is this policy called?
(A) Equal Opportunity Policy
(B) Zero Tolerance Policy
(C) Affirmative Action Policy
(D) Barrier-Free Policy

92. According to Section 3 of the RPwD Act, 2016, no person with a disability shall be discriminated against on the ground of disability. However, an exception can be made if:
(A) The individual's family or legal guardian explicitly agrees in writing to the discrimination.
(B) The person with disability lacks independent financial means to support reasonable accommodation.
(C) The act or omission is a proportionate means of achieving a legitimate aim.
(D) The school management committee formally passes a unanimous administrative resolution to that effect.

93. A newly appointed school Principal observes that students belonging to a particular disadvantaged community are asked to clean the school toilets as a "traditional duty," while other students are not. Under which law is this practice explicitly punishable?
(A) The Right to Information Act, 2005 covering public authorities
(B) The National Green Tribunal Act, 2010 regulating sanitation
(C) The Fiscal Responsibility and Budget Management Act, 2003
(D) The SC and ST (Prevention of Atrocities) Act, 1989

94. The RTE Act, 2009 explicitly prohibits discrimination against children belonging to weaker sections and disadvantaged groups. Which section of the RTE Act mandates that the local authority must ensure that such children are not discriminated against and prevented from pursuing and completing elementary education on any grounds?
(A) Section 4 relating to special training
(B) Section 8(c) and 9(c)
(C) Section 16 relating to prohibition of holding back
(D) Section 21 relating to School Management Committees

95. A child admitted under the EWS category in a private unaided school complains that they are seated separately in the last row and not allowed to participate in paid extracurricular activities due to inability to pay. As per statutory guidelines and RTE provisions, what is the correct stance?
(A) It is permissible because EWS quota only covers basic tuition fees, not equality in classroom seating or paid activities.
(B) It is illegal; EWS children must be fully integrated and treated on par with general category peers.
(C) The school is legally justified in seating them separately to efficiently organize targeted remedial teaching sessions.
(D) The child must seek transfer to a government school if they desire equal participation in all co-curricular activities.

96. Under the RPwD Act, 2016, if a person with a benchmark disability faces discrimination or denial of rights in an educational institution, they have the right to file a grievance/complaint with which statutory authority at the state level?
(A) State Human Rights Commission operating under statutory authority
(B) State Information Commission constituted under the RTI Act
(C) District Magistrate acting exclusively in executive capacity

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(D) State Commissioner for PwD

97. If a grievance arises regarding the non-maintenance of the reservation roster for SC/ST in school appointments, which Constitutional body has the mandate to investigate and monitor all matters relating to the safeguards provided for the Scheduled Castes?
(A) National Commission for Scheduled Castes
(B) National Human Rights Commission monitoring civil liberties
(C) Central Vigilance Commission overseeing public service integrity
(D) Ministry of Education supervising institutional policies

98. As an internal grievance redressal mechanism, government establishments are mandated to appoint an officer to look into complaints regarding discrimination and non-provision of accessible facilities for employees with disabilities. What is the title of this officer?
(A) Public Information Officer
(B) First Appellate Authority
(C) Grievance Redressal Officer
(D) Drawing and Disbursing Officer

99. According to Chapter XIII (Offences and Penalties) of the RPwD Act, 2016, any person who intentionally insults or intimidates a person with a disability, with the intent to humiliate them in any place within public view, is punishable with imprisonment for a term which may extend to:
(A) Six months
(B) One year
(C) Three years
(D) Five years

100. During Class XII board examinations, a visually impaired student requests a scribe. The examination center superintendent denies the request, stating it was made only 2 days prior to the exam and disrupts seating arrangements. Under the RPwD Act, 2016 and board guidelines for CWSN, how should this grievance be legally viewed?
(A) The superintendent's decision is legally valid because a minimum of 30 days prior notice is rigidly mandated by law.
(B) The student must be directed to take the examination using Braille materials without any scribe assistance provided.
(C) The student forfeits the examination attempt but receives compensatory grace marks under special board regulations.
(D) Denial violates reasonable accommodation; emergency scribe provisions must be made.

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ANSWERS

1. (A) The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD)
India ratified the United Nations Convention on the Rights of Persons with Disabilities in 2007. To align domestic legislation with its international commitments under this treaty, the Parliament enacted the Rights of Persons with Disabilities Act in 2016. This law replaces the earlier 1995 legislation to adopt a rights-based framework for disability rights.

2. (B) 40 percent
Section 2(r) of the Rights of Persons with Disabilities Act 2016 defines a person with benchmark disability as someone who possesses not less than forty percent of a specified disability. This threshold applies where the disability has been certified in measurable terms by a certified medical authority in accordance with official government guidelines.

3. (A) Establishment of separate, isolated educational campuses for all children with disabilities
The Rights of Persons with Disabilities Act 2016 advocates full inclusion, individual autonomy, non-discrimination, accessibility, and equal opportunity for persons with disabilities. The mandate explicitly rejects segregation and isolated educational campuses. Instead, the statute mandates that educational institutions must provide inclusive education where disabled and non-disabled children learn together within standard, accessible academic environments.

4. (A) Article 14
Section 3 of the Rights of Persons with Disabilities Act 2016 codifies equality, dignity, and non-discrimination for individuals with disabilities. This statutory directive is grounded in Article 14 of the Constitution of India, which guarantees equality before the law and equal protection of the laws to all persons, forming the constitutional foundation for anti-discrimination mandates.

5. (B) The action violates the RPwD Act, as schools are mandated to admit children with disabilities without discrimination and provide reasonable accommodation.
Under Section 16 of the Rights of Persons with Disabilities Act 2016, educational institutions must admit children with disabilities without discrimination and provide reasonable accommodation along with necessary support. Refusing admission to a student due to a lack of accessible physical infrastructure violates statutory obligations, as schools are legally required to make their premises accessible.

6. (C) 21
The Rights of Persons with Disabilities Act 2016 significantly expanded the scope of recognized conditions from seven specified under the Persons with Disabilities Act 1995 to twenty-one. This expansion covers various physical, intellectual, neurological, and blood-related disorders, providing broader statutory protection, government benefits, and affirmative action entitlements across education and employment sectors.

(D) Specific Learning Disabilities
The Persons with Disabilities Act 1995 recognized seven disabilities, including locomotor disability, hearing impairment, and leprosy cured. The Rights of Persons with Disabilities Act 2016 introduced several new categories, including Specific Learning Disabilities such as dyslexia, dysgraphia, and dyscalculia, to ensure tailored educational support and accommodations for affected students.

8. (A) Both A and R are true and R is the correct explanation of A
Acid attack victims were included as a specified disability under physical disability in the Rights of Persons with Disabilities Act 2016. Severe disfigurement and associated functional losses, such as vision impairment resulting from acid violence, severely limit social, educational, and occupational engagement, directly justifying their classification under physical disability for statutory support.

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9. (B) Blood Disorders
The Schedule of the Rights of Persons with Disabilities Act 2016 explicitly classifies Thalassemia, Hemophilia, and Sickle Cell disease under the dedicated category of Blood Disorders. These hematological conditions are recognized due to their chronic nature and substantial impact on bodily health, requiring medical management and continuous access to supportive administrative measures.

10. (B) Physical Disability Category — Autism Spectrum Disorder
Under the Rights of Persons with Disabilities Act 2016, Autism Spectrum Disorder is classified as a distinct category under Intellectual Disability and neurodevelopmental conditions, rather than Physical Disability. In contrast, Specific Learning Disabilities belong to intellectual disabilities, Low Vision belongs to visual impairment, and Multiple Sclerosis belongs to chronic neurological conditions.

11. (C) 4 feet 10 inches
The Rights of Persons with Disabilities Act 2016 defines Dwarfism as a medical or genetic condition resulting in unusual small stature. Specifically, the statute establishes that an adult whose height does not exceed 4 feet 10 inches (147 centimeters) qualifies under the recognized category of physical disability for official benefits.

12. (C) Not less than 5 percent
Section 32 of the Rights of Persons with Disabilities Act 2016 mandates that all government institutions of higher education and institutions receiving government aid shall reserve not less than five percent of seats for persons with benchmark disabilities. Furthermore, eligible candidates receive upper age relaxation for admission into these academic programs.

13. (C) 18 years
Section 31 of the Rights of Persons with Disabilities Act 2016 guarantees every child with a benchmark disability the right to free education in an appropriate environment from the age of six until they attain eighteen years. This extends the benefit beyond the general limit of fourteen years specified under the RTE Act 2009.

14. (A) Section 16
Section 16 of the Rights of Persons with Disabilities Act 2016 outlines duties of educational institutions regarding inclusive education. It mandates admitting children without discrimination, providing accessible premises and reasonable accommodation, detecting specific learning disabilities early, providing appropriate pedagogical tools, and monitoring completion of education for all students with disabilities.

15. (A) Only I and II are correct
Government and aided educational institutions must reserve seats and provide five years of upper age relaxation for persons with benchmark disabilities under the Rights of Persons with Disabilities Act 2016. However, the law promotes inclusive education within shared classrooms rather than establishing separate specialized curricula and separate examinations for disabled students.

16. (D) Waive all tuition fees for persons with benchmark disabilities irrespective of income
Educational provisions under the Rights of Persons with Disabilities Act 2016 require institutions to deliver reasonable accommodations, accessible facilities, and individualized support. However, the legislation does not mandate a complete waiver of tuition fees for all benchmark disabled individuals regardless of income in all institutions, making fee exemptions subject to specific schemes.

17. (A) Children belonging to disadvantaged groups
The Amendment to the Right of Children to Free and Compulsory Education Act in 2012 formally aligned with disability mandates by integrating children with disabilities into the statutory definition of children belonging to disadvantaged groups under Section 2(d). This inclusion ensures their right to non-discriminatory admission and participation in regular schools.

18. (B) 4 percent
Section 34 of the Rights of Persons with Disabilities Act 2016 mandates that every government establishment shall reserve not less than four percent of total vacancies in the cadre strength for persons with benchmark disabilities. This raised the statutory reservation quota from the earlier three percent requirement prescribed in the 1995 legislation.

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19. (A) Autism, intellectual and learning disabilities, mental illness, and multiple disabilities
Under Section 34 of the Rights of Persons with Disabilities Act 2016, the four percent reservation in government employment is distributed into specific categories: 1% for blindness and low vision, 1% for deaf and hard of hearing, 1% for locomotor disability, and 1% combined for autism, intellectual disability, specific learning disability, mental illness, and multiple disabilities.

20. (D) The vacancy is carried forward to the succeeding recruitment year.
Section 34(2) of the Rights of Persons with Disabilities Act 2016 specifies that if a vacancy reserved for persons with benchmark disabilities cannot be filled due to non-availability of a suitable candidate, it shall be carried forward to the succeeding recruitment year. Immediate de-reservation or cancellation of the post is strictly prohibited.

21. (B) The appropriate Government, after consulting the Chief or State Commissioner
Proviso to Section 34(1) of the Rights of Persons with Disabilities Act 2016 stipulates that the appropriate government may, having regard to the type of work in any establishment, exempt any establishment from employment reservation provisions. Such exemption notification must be issued in consultation with the Chief Commissioner or State Commissioner for Persons with Disabilities.

22. (C) Adjusted against unreserved (UR) vacancies, not against the reserved PwBD quota
In public recruitment, candidates with benchmark disabilities who qualify on their own merit in open competition without claiming relaxed evaluation standards are accommodated against unreserved posts. They are not counted against the reserved quota points, preserving the reserved percentage slots intact for other eligible candidates with benchmark disabilities.

23. (D) Special Employment Exchange
Under Section 37 of the Rights of Persons with Disabilities Act 2016 and related employment rules, every government establishment is required to maintain records regarding persons with disabilities employed and notify unfilled reserved vacancies to the designated Special Employment Exchange or relevant local authority tasked with monitoring disability employment data.

24. (C) 5 years
Section 45 of the Rights of Persons with Disabilities Act 2016 stipulates that all existing public buildings must be made accessible within a time period not exceeding five years from the date of notification of the official rules. Establishments are required to execute accessibility audits and incorporate universal structural standards within this timeframe.

25. (C) A is true but R is false
The Rights of Persons with Disabilities Act 2016 endorses Universal Design, defined as designing products, environments, programs, and services to be usable by all people to the greatest extent possible without needing adaptation or specialized design. It aims to eliminate segregation rather than creating separate equipment exclusively restricted for disabled individuals.

26. (C) 1:12
According to official accessibility guidelines, including the Harmonised Guidelines and Standards for Universal Accessibility in India, the maximum recommended gradient for a wheelchair ramp to allow independent and safe mobility is 1:12. Steeper inclines create safety hazards, while gentler slopes like 1:20 are preferred where spatial constraints allow.

27. (A) Necessary modifications ensuring equal rights for disabled persons without disproportionate burden
Section 2(y) of the Rights of Persons with Disabilities Act 2016 defines reasonable accommodation as necessary and appropriate modification and adjustments, not imposing a disproportionate or undue burden, to ensure persons with disabilities enjoy or exercise rights equally with others. In schools, this includes adaptive teaching methods and accessible classroom facilities.

28. (C) Complete exemption from appearing in the examination
Statutory examination guidelines for candidates with benchmark disabilities mandate accommodations such as providing a scribe or reader, granting compensatory time of twenty minutes per hour of examination, and ensuring accessible testing terminals. Complete exemption from taking mandatory evaluations is not permitted, as inclusion requires assessment through modified accessible means.

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29. (D) Directorate of Education (Appropriate Authority)
The Directorate of Education, acting as the appropriate authority under statutory education and disability regulations, is responsible for enforcing compliance with physical accessibility standards before granting recognition or affiliation to school premises. School infrastructure must undergo access audits to ensure barrier-free movement for all students before approval is granted.

30. (A) I, II and IV
Accessibility norms mandate tactile paving for visually impaired orientation, lifts equipped with auditory signals and Braille signage, and accessible public transport including school buses. Accessible toilets are legally mandatory across all educational levels, including primary schools, making the assertion that they apply only to higher education incorrect.

31. (A) First Amendment Act, 1951
Article 15(4) was incorporated into the Constitution of India through the First Constitutional Amendment Act in 1951. This amendment enabled the State to make special provisions for the advancement of socially and educationally backward classes of citizens, as well as for the Scheduled Castes and Scheduled Tribes in educational institutions.

32. (D) An enabling provision forming a constitutional exception to non-discrimination
Article 15(1) prohibits state discrimination on grounds of religion, race, caste, sex, or place of birth. Article 15(4) acts as an enabling provision that forms a constitutional exception, empowering the State to frame affirmative action measures and educational reservations for socially and educationally backward classes, Scheduled Castes, and Scheduled Tribes.

33. (A) State of Madras v. Champakam Dorairajan
In State of Madras v. Champakam Dorairajan (1951), the Supreme Court struck down communal reservations in educational institutions as violative of Article 29(2). This ruling led Parliament to pass the First Constitutional Amendment Act of 1951, inserting Article 15(4) to allow affirmative educational reservation for backward classes, SCs, and STs.

34. (C) Based on social and educational backwardness assessed by Commissions under Article 340
Constitutional backwardness under Article 15(4) requires a combined assessment of social and educational backwardness, rather than relying solely on economic criteria, religion, or disability. The State determines backward classes based on comprehensive criteria and reports submitted by statutory commissions appointed under Article 340 or relevant state backward class commissions.

35. (A) Yes, as an affirmative action measure under Article 15(4) for SC/ST student advancement.
Article 15(4) empowers the State to implement targeted educational advancement initiatives, such as remedial coaching and academic support programs, specifically tailored for Scheduled Castes and Scheduled Tribes. These measures constitute valid affirmative action designed to promote educational equity rather than violating constitutional non-discrimination guarantees under Article 14.

36. (B) 93rd Amendment Act, 2005
Article 15(5) was inserted into the Constitution of India by the Ninety-Third Constitutional Amendment Act, 2005. This provision enables the State to make special provisions, by law, regarding admission of socially and educationally backward classes, SCs, and STs to educational institutions, including private aided and unaided institutions.

37. (B) Minority educational institutions under Article 30(1)
Article 15(5) explicitly excludes minority educational institutions referred to in Article 30(1) from the application of state-mandated reservation policies for socially and educationally backward classes, Scheduled Castes, and Scheduled Tribes. This constitutional exclusion preserves the fundamental rights guaranteed to religious and linguistic minorities to establish and administer institutions.

38. (C) Article 15(5) read with Article 21A
Section 12(1)(c) of the Right to Education Act mandates twenty-five percent reservation in private unaided schools for children from weaker sections and disadvantaged groups. The Supreme Court upheld the constitutional validity of this mandate by reading Article 21A (Right to Education) together with Article 15(5) (Special admissions provisions in private institutions).

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39. (D) A child belonging to SC, ST, OBC (Non-Creamy Layer), orphan, transgender, or CWSN categories
Under the Right to Education framework, a child belonging to a disadvantaged group is defined based on social, physical, or developmental vulnerability. This includes children belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes (Non-Creamy Layer), orphaned children, transgender individuals, and children with special needs or benchmark disabilities.

40. (A) Article 15(5) — Reservation in educational institution admissions
Article 15(5) enables special provisions and reservations for socially and educationally backward classes, SCs, and STs regarding admissions to educational institutions. In contrast, Article 16(4) deals with public employment reservation, Article 16(4A) permits promotional reservations for SCs and STs, and Article 21A guarantees free elementary education for children.

41. (A) Both A and R are true and R is the correct explanation of A
Article 15(5), inserted by the Ninety-Third Constitutional Amendment Act, authorizes the State to mandate reservations for socially and educationally backward classes, Scheduled Castes, and Scheduled Tribes in private unaided non-minority educational institutions. The constitutional amendment explicitly expanded state power over private institutions to promote educational access and social equity.

42. (B) The class is not adequately represented in services under the State.
Article 16(4) empowers the State to make provision for the reservation of appointments or posts in favor of any backward class of citizens. The fundamental constitutional prerequisite for invoking this power is that the State must form an opinion that such class is not adequately represented in the public services.

43. (A) 77th Amendment Act, 1995
Article 16(4A) was added to the Constitution of India by the Seventy-Seventh Constitutional Amendment Act in 1995. This amendment enabled the State to provide reservation in matters of promotion to any class of posts in public services for Scheduled Castes and Scheduled Tribes when inadequately represented in state services.

44. (C) Carrying forward unfilled reserved vacancies as a separate class in succeeding years
Article 16(4B), introduced by the Eighty-First Constitutional Amendment Act, enables the State to treat unfilled reserved vacancies of a recruitment year as a distinct class to be filled in succeeding years. Such carry-forward backlog vacancies are excluded from the fifty percent ceiling limit on total reservations applied in that year.

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45. (D) Article 16(4) covers reservation in promotions as well as initial appointments.
In Indra Sawhney v. Union of India (1992), the Supreme Court ruled that Article 16(4) applies only to initial appointments and does not extend to promotions. The judgment established the fifty percent ceiling on reservations, mandated exclusion of the creamy layer from backward classes, and confirmed that backwardness is primarily social.

46. (C) Other Backward Classes (OBC)
As per Supreme Court directives in Indra Sawhney and Department of Personnel and Training guidelines, the Creamy Layer exclusion principle applies specifically to Other Backward Classes. Candidates belonging to the socially and economically advanced strata within OBCs are excluded from public employment reservation benefits, whereas this exclusion does not apply to SC/ST.

47. (A) Only I and II are correct
Article 16(1) guarantees equality of opportunity in public employment, while Article 16(4) enables reservations for inadequately represented backward classes. However, the Constitution does not list specific castes or tribes belonging to Other Backward Classes in the Seventh Schedule; OBC lists are notified separately by Central and State governments via commissions.

48. (B) Part IV (Directive Principles)
Article 46 is located within Part IV of the Constitution of India, which contains the Directive Principles of State Policy. These principles guide state policymaking and governance, directing the government to promote the educational and economic interests of vulnerable sections while remaining non-justiciable in courts of law.

49. (A) Scheduled Castes and Scheduled Tribes
Article 46 of the Constitution of India explicitly mandates that the State shall promote with special care the educational and economic interests of the weaker sections of the people, and in particular, of the Scheduled Castes and the Scheduled Tribes, while protecting them from social injustice and forms of exploitation.

50. (C) Social injustice and exploitation
Article 46 directs the State to promote the educational and economic interests of weaker sections, particularly Scheduled Castes and Scheduled Tribes. Crucially, it obligates the State to protect these communities from social injustice and all forms of exploitation through legislative, welfare, and administrative intervention across educational and economic sectors.

51. (A) It fulfills the State's Article 46 duty to promote educational interests of SC/ST students.
Establishing targeted academic support initiatives for Scheduled Caste and Scheduled Tribe students directly aligns with Article 46 of the Constitution. This Directive Principle charges educational institutions and administrative bodies with promoting the educational development of weaker sections, providing legitimate constitutional grounds for implementing specialized remedial assistance programs.

52. (D) It is non-justiciable but fundamental in the governance of the country.
Article 46, being part of the Directive Principles of State Policy in Part IV of the Constitution, is non-justiciable and cannot be directly enforced by courts under Article 32. However, Article 37 affirms that these principles remain fundamental in national governance, guiding state policy and executive action.

53. (C) Article 46
Government welfare initiatives, such as pre-matric and post-matric scholarship schemes for Scheduled Caste and Scheduled Tribe students, represent direct executive and legislative actions fulfilling Article 46. This directive principle mandates state affirmative action to promote the educational and economic interests of disadvantaged weaker sections of society.

54. (B) Up to 10%
The One Hundred and Third Constitutional Amendment Act, 2019 introduced reservation for Economically Weaker Sections among citizens who are not covered under existing SC, ST, and OBC quotas. The statute permits the State to provide a maximum quantum of up to ten percent reservation in admissions and public employment.

55. (D) Article 15(6) and Article 16(6)
The One Hundred and Third Constitutional Amendment Act 2019 inserted Article 15(6) and Article 16(6) into the Constitution of India. Article 15(6) enables up to ten percent reservation for Economically Weaker Sections in educational institutions, while Article 16(6) provides a similar ten percent reservation in public service appointments.

56. (A) Minority educational institutions under Article 30(1)
Under Article 15(6), reservation for Economically Weaker Sections applies to educational institutions, including private institutions, whether aided or unaided by the State. However, minority educational institutions referred to in Article 30(1) are explicitly exempted from implementing EWS reservations to protect constitutional guarantees granted to religious and linguistic minorities.

57. (B) The State based on family income and economic indicators
Under Articles 15(6) and 16(6) of the Constitution of India, the State is empowered to notify and determine the criteria for identifying Economically Weaker Sections. This determination is based on gross family income, agricultural land holdings, residential property size, and related indicators of economic status issued through administrative notifications.

58. (A) Both A and R are true and R is the correct explanation of A
The One Hundred and Third Constitutional Amendment Act introduced EWS reservation over and above the pre-existing fifty percent quota cap for Scheduled Castes, Scheduled Tribes, and Other Backward Classes. The statutory provisions explicitly specify that the ten percent EWS quota shall operate in addition to existing reservation schemes.

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59. (A) The Supreme Court upheld the constitutional validity of the EWS quota.
In Janhit Abhiyan v. Union of India (2022), a five-judge Constitution Bench of the Supreme Court upheld the validity of the One Hundred and Third Constitutional Amendment Act by a majority verdict. The Court ruled that ten percent EWS reservation does not violate the basic structure of the Constitution.

60. (C) Below ₹8 lakh
As per official eligibility criteria notified by the Government of India for Central government employment and admissions, persons whose family has a gross annual income below eight lakh rupees are identified as belonging to Economically Weaker Sections, provided they do not exceed prescribed land or property holding thresholds.

61. (A) I, II and III
Official EWS exclusion criteria disqualify candidates whose families own five acres of agricultural land or above, a residential flat of 1000 square feet or above, or a residential plot of 100 square yards or above in notified municipalities. Annual commercial property yield is not a specified disqualification metric under standard rules.

62. (C) The applicant, parents/siblings under 18, and spouse/children under 18
For the purpose of evaluating gross annual income and property assets for EWS reservation, the statutory definition of family includes the person seeking reservation, their parents, siblings below eighteen years of age, as well as their spouse and children below eighteen years of age at the time of application.

63. (B) Tehsildar or Sub-Divisional Magistrate
Under central and state guidelines for EWS certification, income and asset certificates must be verified and issued by an authorized revenue officer not below the rank of Tehsildar or Sub-Divisional Magistrate. Certificates issued by lower-level administrative functionaries are not legally valid for securing reservation benefits.

64. (D) Income from all sources (salary, agriculture, business, etc.) for the prior financial year
Gross Annual Income for EWS certification includes earnings from all sources, including salary, agriculture, business, profession, and investments, accumulated by all eligible family members during the financial year prior to the application year. No source of earning is excluded when calculating total household income for eligibility determination.

65. (A) Reject, as owning a flat of 1000 sq ft or more disqualifies EWS status regardless of income.
EWS eligibility requires fulfilling both income and asset criteria simultaneously. Even if total family income is below the eight lakh rupees threshold, owning a residential flat of 1000 square feet or more automatically disqualifies an applicant from EWS status. Rejection of EWS reservation under these specific circumstances is legally sound.

66. (C) Yes, under the Disadvantaged Group (DG) category with valid certification.
Under Section 2(d) of the Right to Education Act and state rules, children belonging to Other Backward Classes (Non-Creamy Layer) are explicitly included under the Disadvantaged Group category for entry-level admissions in private unaided schools. Submission of a valid government-issued OBC non-creamy layer certificate fulfills statutory eligibility requirements.

67. (A) R.K. Sabharwal vs State of Punjab
In R.K. Sabharwal v. State of Punjab (1995), a Constitution Bench of the Supreme Court replaced vacancy-based rosters with post-based rosters. The Court ruled that reservation roster points must correspond to total cadre strength to ensure statutory percentages for reserved categories are maintained without exceeding prescribed limits.

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68. (C) 200-point roster
For direct recruitment on an all-India basis by open competition, government establishments maintain a 200-point post-based roster. This roster system mathematically allocates specific points across 200 posts to represent prescribed reservation percentages: 15% for Scheduled Castes, 7.5% for Scheduled Tribes, and 27% for Other Backward Classes.

69. (B) L-shaped (14-point) roster
When cadre strength in a specific grade or post is small, ranging from 2 to 13 posts, a standard 200-point roster cannot be applied effectively. Instead, an L-shaped 14-point replacement

roster is used to cycle reserved and unreserved roster points sequentially until cadre strength expands to 14 or more.

70. (C) Liaison Officer
As per Department of Personnel and Training guidelines, every government department and educational establishment must designate a Liaison Officer, typically an officer of Deputy Secretary rank or above. This officer ensures strict compliance with reservation orders, verifies rosters, and addresses grievances relating to SC, ST, OBC, and PwBD reservations.

71. (D) It cannot be reserved, as 100% reservation violates Article 16(1).
In Post Graduate Institute of Medical Education & Research v. K.L. Narasimhan, the Supreme Court ruled that a single isolated post in a cadre cannot be reserved. Reserving a single post results in 100% reservation, which violates equality of opportunity guaranteed under Article 16(1) of the Constitution.

72. (A) Both A and R are true and R is the correct explanation of A
Post-based rosters allocate specific points reflecting statutory vertical reservation percentages for SC, ST, OBC, and EWS. Horizontal reservation for PwBD candidates cuts across these vertical categories, meaning selected PwBD candidates occupy roster points within their respective social category (SC, ST, OBC, or Unreserved) without altering vertical roster counts.

73. (B) The list of OBCs notified by the concerned State/UT Government
For recruitment into state or Union Territory government services and schools, reservation benefits are granted based on the list of Other Backward Classes notified by that specific State or Union Territory Government. State lists govern local posts, whereas the Central OBC list applies strictly to Central Government appointments.

74. (B) 5 years
Under Central and State civil service recruitment rules, candidates belonging to Scheduled Castes and Scheduled Tribes receive a maximum age relaxation of five years over the upper age limit for direct recruitment to Group B and Group C teaching posts, supporting equal recruitment opportunities across public educational institutions.

75. (B) 5%
As per guidelines issued by the National Council for Teacher Education regarding teacher eligibility assessments like CTET, candidate qualification requires scoring 60% in general categories. However, school boards and recruiting authorities offer a relaxation of 5% in qualifying marks (reducing the requirement to 55%) for SC, ST, OBC, and PwBD candidates.

76. (A) I and II only
Candidates with benchmark disabilities receive ten years of upper age relaxation (relaxable up to fifteen years for SC/ST PwBD and thirteen years for OBC PwBD) and are exempt from paying recruitment application fees. They are never penalized by score deductions for utilizing scribes, making the third statement factually false.

77. (D) Counted against the unreserved (UR) point
Under established recruitment principles, candidates belonging to Scheduled Castes, Scheduled Tribes, or Other Backward Classes who qualify purely on their own merit in open competition without availing relaxed standards are accommodated against unreserved roster points. They do not consume points reserved for their respective categories in the post-based roster.

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78. (C) Ministry of Social Justice and Empowerment
The Ministry of Social Justice and Empowerment is the nodal Central Ministry for formulating, funding, and overseeing the implementation of the Post-Matric Scholarship Scheme for Scheduled Castes. The scheme offers financial assistance to eligible SC students pursuing post-secondary education across recognized institutions in India.

79. (B) Meritorious economically weaker section students
The National Means-cum-Merit Scholarship Scheme, administered by the Ministry of Education, targets meritorious students from economically weaker sections to prevent dropouts after class VIII. It awards scholarships to selected students from class IX through XII to enable continuation of secondary education in government and government-aided schools.

100. (D) Denial violates reasonable accommodation; emergency scribe provisions must be made.
Denying a scribe to a visually impaired candidate during board examinations violates the principles of reasonable accommodation under disability legislation. Educational boards and superintendents are mandated to provide barrier-free examination arrangements, including emergency scribe provisions, to guarantee equal testing participation for examinees regardless of late administrative notice or short notice logistical constraints.

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90. (A) I, II and III
Refusing admission to a child with HIV/AIDS, asking a disabled student to study from home, and charging additional fees for scribes constitute illegal discrimination under disability and education laws. In contrast, providing exam papers in Braille is a mandatory accessibility measure supporting reasonable accommodation for visually impaired students.

91. (A) Equal Opportunity Policy
Under Section 21 of the Rights of Persons with Disabilities Act 2016, every establishment, public or private, is required to frame and publish an Equal Opportunity Policy. This document details facilities, measures, and operational procedures implemented to maintain a non-discriminatory environment and support disabled employees and students.

92. (C) The act or omission is a proportionate means of achieving a legitimate aim.
Section 3(1) of the Rights of Persons with Disabilities Act 2016 mandates non-discrimination against persons with disabilities. Section 3(2) provides that no person shall be deprived of personal liberty on ground of disability, and discrimination is prohibited unless it is shown that the act or omission is a proportionate means of achieving a legitimate aim.

93. (D) The SC and ST (Prevention of Atrocities) Act, 1989
Forcing students belonging to Scheduled Castes or Scheduled Tribes to perform sanitation work or discriminatory manual tasks based on caste identity constitutes an offense under the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989. The law prohibits discriminatory practices that humiliate or exploit members of scheduled communities.

94. (B) Section 8(c) and 9(c)
Sections 8(c) and 9(c) of the Right of Children to Free and Compulsory Education Act 2009 mandate that the appropriate government and local authority must ensure that children belonging to weaker sections and disadvantaged groups are not discriminated against or prevented from pursuing and completing elementary education on any ground.

95. (B) It is illegal; EWS children must be fully integrated and treated on par with general category peers.
Under the Right to Education Act, children admitted under EWS and Disadvantaged Group quotas must be integrated fully into regular classrooms. Discrimination, such as separate seating or exclusion from co-curricular activities, is illegal. Schools are obligated to treat them on par with fee-paying peers without imposing additional charges.

96. (D) State Commissioner for PwD
Under Chapter XII of the Rights of Persons with Disabilities Act 2016, the State Commissioner for Persons with Disabilities functions as the statutory authority at the state level to safeguard rights, look into complaints regarding discrimination or denial of rights, and monitor non-compliance with statutory provisions in educational institutions.

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97. (A) National Commission for Scheduled Castes
Article 338 of the Constitution establishes the National Commission for Scheduled Castes. This constitutional body holds statutory powers to investigate, monitor, and evaluate all matters relating to safeguards provided for Scheduled Castes, including inspecting recruitment rosters and investigating grievances concerning administrative discrimination or quota non-compliance.

98. (C) Grievance Redressal Officer
Section 23 of the Rights of Persons with Disabilities Act 2016 mandates that every government establishment shall appoint a Grievance Redressal Officer. This official investigates employee complaints concerning disability discrimination, non-compliance with accessibility standards, or failure to provide reasonable accommodations, ensuring timely internal redressal.

99. (D) Five years
Section 92 of the Rights of Persons with Disabilities Act 2016 specifies that whoever intentionally insults or intimidates with intent to humiliate a person with a disability in any public place shall be punishable with imprisonment for a term between six months and five years, along with an official monetary fine.

to safeguard against the withdrawal or alteration of their bid. What is the standard range of EMD as a percentage of the estimated value of goods under GFR 2017?
(A) 0.5% to 1%
(B) 2% to 5%
(C) 5% to 10%
(D) 10% to 15%

27. Performance Security is obtained from the successful bidder to ensure due performance of the contract. What is the standard rate of Performance Security under GFR 2017?
(A) 2% to 5% of the value of the contract
(B) 5% to 10% of the value of the contract
(C) 10% to 15% of the value of the contract
(D) 15% to 20% of the value of the contract

28. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Micro and Small Enterprises (MSEs) are generally exempted from the payment of Earnest Money Deposit (EMD).
Reason (R): GFR 2017 incorporates provisions to support the development and promotion of MSEs in public procurement.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

29. Advance payment to private suppliers for the procurement of goods is generally not permitted under GFR. However, in exceptional cases, advance payment may be made up to what maximum percentage of the contract value?
(A) 10%
(B) 20%
(C) 30%
(D) 50%

30. Which of the following portals must be used for e-publishing of all tender enquiries and information related to contracts awarded, as mandated by GFR 2017?
(A) National e-Shram Portal for Service Sector
(B) Centralized Government Darpan Portal System
(C) Central Public Procurement Portal (CPPP)
(D) Integrated Public Pragati Governance Portal

31. When processing a procurement through GeM, who holds the primary responsibility for ensuring the reasonability of rates?
(A) The GeM portal administration
(B) The supplier
(C) The Comptroller and Auditor General
(D) The procuring authority / buyer

32. Rule 157 of GFR 2017 prohibits the practice of:
(A) Procuring commercial goods through open national Advertised Tender Enquiry procedures
(B) Engaging specialized consulting services directly from established international firms
(C) Splitting demand to avoid higher approval or competitive bidding procedures
(D) Utilizing the Government e-Marketplace portal for large purchases above Rs. 10 Lakhs

33. According to GFR 2017, the term "Consulting Services" refers to:
(A) Routine maintenance and repair services for general office equipment
(B) Intellectual or advisory services provided by experts
(C) Outsourced security guard, sanitation, and physical housekeeping services
(D) Contractual catering and hospitality services for official government events

34. For the procurement of consulting services where the estimated cost is up to Rs. 25 Lakhs, which method is typically prescribed under GFR 2017?
(A) Calling for a global tender
(B) Preparation of a shortlist of potential consultants based on an Expression of Interest (EOI)
(C) Direct engagement without any shortlist or enquiry
(D) Limited enquiry from a panel of at least three consultants

35. Consider the following statements regarding the selection of consultants under GFR 2017:
I. Quality and Cost Based Selection (QCBS) is used when the assignment is highly complex.
II. In QCBS, both the quality of the technical proposal and the cost of the financial proposal are evaluated.
III. Least Cost System (LCS) is appropriate for assignments of a standard or routine nature.
IV. Single Source Selection can be used routinely to speed up the hiring process.

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CHAPTER 16

General Financial Rules (GFR), 2017

1. Which of the following best describes the primary scope of the General Financial Rules (GFR) 2017?
(A) They are statutory laws passed by the Parliament to regulate the private sector's financial transactions
(B) They are comprehensive rules and directives of the Central Government to be followed by all its departments and organizations while dealing with public finances
(C) They are executive orders applicable exclusively to the financial transactions of State Government departments
(D) They are guidelines issued by the Reserve Bank of India for banking regulation and monetary policy

2. Under the definitions provided in GFR 2017, the term "Public Account" refers to which of the following?
(A) An account created by a Public Sector Undertaking for operational expenses
(B) The account into which all revenues received by the Government are credited
(C) The contingency fund used by the President for unforeseen expenditures
(D) The account for transactions relating to debt, deposits, advances, remittances, and suspense where the Government acts as a banker or trustee

3. Who among the following is defined as a "Competent Authority" under the General Financial Rules?
(A) Any officer to whom the power to sanction expenditure has been delegated by the Government
(B) The Comptroller and Auditor General of India in respect of all Central Ministries
(C) Only the Secretary of the Ministry of Finance
(D) The Drawing and Disbursing Officer (DDO) of any independent office

4. Rule 2 of the GFR 2017 provides specific definitions. Which of the following authorities is inherently considered the "Finance Ministry" for the purpose of GFR?
(A) Ministry of Corporate Affairs
(B) Ministry of Statistics and Programme Implementation
(C) Ministry of Finance, Department of Expenditure
(D) Ministry of Finance, Department of Revenue

5. The primary objective of the General Financial Rules 2017 is to promote:
(A) Efficiency, economy, and transparency in public financial management
(B) Absolute centralization of financial powers in the Ministry of Finance
(C) Flexibility for autonomous bodies to bypass central accounting procedures
(D) Simplification of service rules regarding government employee promotions

6. Under GFR 2017, "Public Money" includes all revenues, capital receipts, and other funds managed by government departments. Which of the following is NOT classified as Public Money?
(A) Grant-in-aid received from an international organization by a central ministry
(B) Fees collected by a government educational institution from regular students
(C) Fines realized by a recognized statutory government tribunal or court
(D) Voluntary private contributions deposited in a personal bank account

7. According to the general principles of financial propriety, every officer incurring or authorizing expenditure from public moneys should be guided by:
(A) Minimum standards of administrative convenience
(B) High standards of financial propriety
(C) Precedents established by private corporations
(D) The immediate operational demands irrespective of cost

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45. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Unspent balances of grants-in-aid released to a grantee institution must be refunded to the Government or adjusted against the next installment.
Reason (R): Grants-in-aid are considered public funds and parking of these funds in the accounts of grantee institutions without utilization is prohibited under GFR.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

46. The Imprest system or Permanent Advance is sanctioned to government officers to meet:
(A) Major capital expenditures and high-value equipment purchases
(B) Monthly salary and allowance payments to regular establishment staff
(C) Petty contingent expenditures requiring immediate cash payment
(D) Regular pension and post-retirement disbursements to former employees

47. Under the Imprest system, the amount of permanent advance is recouped by:
(A) Drawing a fresh lump-sum advance every month irrespective of the actual expenditure
(B) Borrowing equivalent funds directly from the Public Account of the Central Government
(C) Transferring the required sum directly from the employee's personal GPF accumulation
(D) Submitting a contingent bill with details of expenditure incurred from the advance

48. A DDO in a Government school keeps the school's Imprest cash in the same physical cash box as their personal cash to keep it "safe". When an audit occurs, the DDO cannot clearly distinguish the exact denominations belonging to the school. This practice is:
(A) Allowed as long as the total physical cash matches the written cash book balance
(B) Encouraged by internal controls to prevent potential theft of official cash funds
(C) Strictly prohibited under standard rules of public financial cash management
(D) Permitted provided prior written sanction is obtained from the Head of Office

49. As per GFR 2017, every officer holding a permanent advance (Imprest) must send an acknowledgement of the amount to the controlling authority on or before:
(A) 31st March of every year
(B) 15th April of every year
(C) 1st January of every year
(D) 30th June of every year

50. According to Rule 211 of GFR 2017, fixed assets must be recorded in the Register of Fixed Assets. Which form is prescribed for this register?
(A) Form GFR 12
(B) Form GFR 19
(C) Form GFR 22
(D) Form GFR 23

51. Consumable items such as stationery, chemicals, and spare parts are required to be recorded in the Register of Consumables. Which form is prescribed for this register?
(A) Form GFR 19
(B) Form GFR 20
(C) Form GFR 22
(D) Form GFR 23

52. Consider the following statements regarding the physical verification of fixed assets under GFR 2017:
I. Physical verification of fixed assets should be conducted at least once every three years.
II. The verification should be done by an officer who is not the custodian of the assets.
III. Discrepancies noticed during physical verification must be investigated.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

53. How often must the physical verification of fixed assets in a government office be undertaken as per Rule 213 of GFR 2017?
(A) Once a year
(B) Once in two years
(C) Once in three years
(D) Once in five years

54. According to GFR 2017, what is the procedure for the physical verification of library books in an institution having more than 20,000 volumes but less than 50,000 volumes?
(A) 100% physical verification every year

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16. What is the financial limit for the purchase of goods without inviting quotations or bids under Rule 154 of GFR 2017?
(A) Up to Rs. 10,000 on each occasion
(B) Up to Rs. 25,000 on each occasion
(C) Up to Rs. 50,000 on each occasion
(D) Up to Rs. 1,00,000 on each occasion

17. For the purchase of goods costing above Rs. 25,000 and up to Rs. 2,50,000 on each occasion, which procedure is prescribed under GFR 2017?
(A) Direct purchase without inviting any quotations or bids from vendors
(B) Purchase through a Local Purchase Committee
(C) Open tender procurement through an Advertised Tender Enquiry process
(D) Direct procurement using the Single Tender Enquiry mechanism

18. According to Rule 161 of GFR 2017, Advertised Tender Enquiry should be used for procurement of goods of estimated value:
(A) Rs. 5 Lakhs and above
(B) Rs. 10 Lakhs and above
(C) Rs. 25 Lakhs and above
(D) Rs. 50 Lakhs and above

19. A school Principal urgently requires certain scientific equipment that is manufactured by only one specific company worldwide due to an exclusive patent. Under which provision of GFR 2017 can this procurement be directly made from that manufacturer?
(A) By issuing a Proprietary Article Certificate under Single Tender Enquiry
(B) By constituting a Local Purchase Committee comprising three administrative officers
(C) Through mandatory publication of an open Advertised Tender Enquiry nationwide
(D) By splitting the overall annual demand to bring each order under Rs. 25,000

20. Limited Tender Enquiry (LTE) under GFR 2017 is generally adopted for procurement of goods with an estimated value:
(A) Up to Rs. 2,50,000
(B) Up to Rs. 25 Lakhs
(C) Above Rs. 25 Lakhs
(D) Irrespective of any limit, at the discretion of the DDO

21. What is the mandatory platform introduced by the Government of India for the online procurement of common-use goods and services?
(A) Government e-Marketplace (GeM)
(B) National Informatics Centre Network (NICNET)
(C) E-Suvidha Portal
(D) Public Financial Management System (PFMS)

22. Consider the following statements regarding the Local Purchase Committee under Rule 155 of GFR 2017:
I. It must consist of at least three members.
II. The members are decided by the Head of the Department.
III. The committee surveys the market to ascertain the reasonableness of rate and quality.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

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23. For direct online purchases through GeM without inviting any bids, what is the upper financial limit stipulated under GFR 2017 (as amended)?
(A) Rs. 25,000
(B) Rs. 50,000
(C) Rs. 1,00,000
(D) Rs. 5,00,000

24. For procurement of goods through GeM with an estimated value between Rs. 25,000 and Rs. 5,00,000, the buyer must:
(A) Purchase directly from any vendor registered on the portal without price comparison
(B) Mandatorily conduct a competitive Reverse Auction process among all registered sellers
(C) Select the lowest price (L1) supplier among at least three different manufacturers
(D) Obtain written offline market quotations from local vendors and upload them to GeM

25. For purchases on GeM above Rs. 5,00,000, what is the mandatory procurement method?
(A) Direct purchase from the preferred vendor
(B) Lowest of three bids without tender
(C) Offline Advertised Tender Enquiry
(D) Online bidding or Reverse Auction

26. Earnest Money Deposit (EMD), also known as Bid Security, is generally obtained from bidders

8. Which of the following statements represents a violation of the general principles of financial propriety under GFR 2017?
(A) Ensuring that public money is not utilized for the benefit of a particular person or section of the community
(B) Exercising the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of his own money
(C) Authorizing expenditure which becomes directly or indirectly advantageous to the sanctioning authority
(D) Ensuring that the amount of allowances granted to meet expenditure of a particular type is not on the whole a source of profit to the recipients

9. A newly appointed Principal of a Delhi Government school sanctions an expensive and luxurious renovation of the Principal's chamber, heavily exceeding standard administrative norms, arguing that the status of the office demands it. This action primarily violates which standard of financial propriety?
(A) Allowances granted to employees must not be a direct source of profit
(B) All revenue generated must be credited directly to the Consolidated Fund
(C) Mandatory payments and disbursements must be made through electronic mode
(D) Expenditure should not be prima facie more than the occasion demands

10. Rule 22 of GFR 2017 mandates that all financial powers delegated to a subordinate authority must be exercised:
(A) Within the limits of provided funds and relevant rules
(B) Subject to the explicit condition that no statutory internal audit will be conducted
(C) Without requiring the formal maintenance of prescribed departmental registers
(D) In direct consultation with the Comptroller and Auditor General of India

11. Which rule in GFR 2017 specifically outlines the fundamental principles of public buying?
(A) Rule 21
(B) Rule 144
(C) Rule 149
(D) Rule 213

12. According to the fundamental principles of public buying, the description of the subject matter of procurement should:
(A) Specify a particular registered trademark or brand name to ensure proper quality control
(B) Be objective, functional, generic, and measurable without brand reference
(C) Use a brand name exclusively if the item is a widely known market product
(D) Be drafted directly by the preferred supplier to maintain technical accuracy

13. To ensure fair and equitable treatment of suppliers, the procuring entity under GFR 2017 is required to:
(A) Avoid restrictive and tailored specifications that favor a particular bidder
(B) Restrict bidding to local suppliers regardless of the estimated value
(C) Limit the pre-qualification criteria only to the past suppliers of the department
(D) Keep the evaluation criteria confidential until the bids are opened

14. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Under the principles of public procurement in GFR 2017, the procuring authority must always select the cheapest available item regardless of its quality or technical specifications.
Reason (R): The primary objective of GFR is to save public money at all costs.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

15. The "Two-Bid System" in public procurement is typically adopted when:
(A) Procuring items of high monetary value where simple price comparison is entirely insufficient
(B) Purchasing highly proprietary equipment through a mandatory single vendor certificate
(C) Procuring items on an emergency basis where market survey cannot be conducted
(D) Procuring complex machinery requiring technical evaluation before opening financial bids

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Which of the statements given above are correct?
(A) I, II, and III only
(B) II, III, and IV only
(C) I, III, and IV only
(D) I, II, III, and IV

36. Under GFR 2017, outsourcing of "Non-consulting services" (like cleaning, security, and housekeeping) should primarily be done by:
(A) Inviting technical proposals only without evaluating financial aspects of service providers
(B) Evaluating the individual intellectual capabilities of key experts proposed by the firm
(C) Issuing a tender enquiry with detailed scope of work for competitive bidding
(D) Retaining the existing service agency continuously to ensure operational consistency

37. Which of the following is NOT an acceptable criterion for Single Source Selection (SSS) of a consultant under GFR 2017?
(A) Personal preference of the Head of Department for a consultant
(B) Tasks representing a direct and natural continuation of previous work performed
(C) Emergency situations arising from natural disasters or unforeseen crises
(D) Execution of an assignment requiring complete and absolute confidentiality

38. A Principal of a Government school observes that the total annual requirement for stationary items amounts to Rs. 1,20,000. To avoid purchasing through a Local Purchase Committee or GeM bidding, the Principal divides the requirement into six separate orders of Rs. 20,000 each over two months and purchases them directly from a local shop without quotation. Which administrative rule has been violated?
(A) Rule 144 (Fundamental principles of public buying)
(B) Rule 157 (Splitting of demand)
(C) Rule 213 (Physical verification)
(D) Rule 230 (Grants-in-aid)

39. In the context of government accounts, the "Consolidated Fund of India" is:
(A) The fund where public deposits like provident funds and small savings are retained
(B) The primary fund crediting all government revenues, loans, and loan repayments
(C) The emergency fund maintained for meeting unexpected and urgent contingencies
(D) The dedicated institutional fund specifically reserved for annual defense expenditure

40. According to GFR 2017, all sanctions to expenditure must indicate the details of the provisions under which the expenditure is to be incurred. These provisions must be under the relevant:
(A) Contingency Fund section
(B) Personal Deposit Account
(C) Head of Account
(D) Corporate Social Responsibility Fund

41. The Compendium of Rules on Advances regulates advances given to government employees. Which of the following is an interest-bearing advance?
(A) Leave Travel Concession (LTC) Advance
(B) Advance in connection with medical treatment
(C) Tour Advance
(D) Computer Advance

42. What is the maximum limit for a Computer Advance granted to a government employee under the current rules?
(A) Rs. 20,000
(B) Rs. 50,000
(C) Rs. 1,00,000
(D) Rs. 2,00,000

43. An advance granted for Leave Travel Concession (LTC) must be adjusted by submitting the final bill within what period if the employee takes the advance?
(A) Within 15 days of completion of the return journey
(B) Within 1 month of completion of the return journey
(C) Within 3 months of completion of the return journey
(D) Within 6 months of completion of the return journey

44. When a government servant undertakes an official tour and draws a Tour Advance, the advance must be adjusted by submitting the detailed Traveling Allowance (TA) bill within:
(A) 15 days of completion of the tour
(B) 30 days of completion of the tour
(C) 60 days of completion of the tour
(D) 90 days of completion of the tour

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80. (D) OBC, EBC, and DNT students
PM YASASVI (Young Achievers Scholarship Award Scheme for Vibrant India) is a umbrella scholarship scheme formulated by the Ministry of Social Justice and Empowerment. It provides top-class school and college scholarship support to eligible students belonging to Other Backward Classes, Economically Backward Classes, and De-notified, Nomadic, and Semi-Nomadic Tribes.

81. (A) Aadhaar seeding with the bank account
To enable Direct Benefit Transfer of scholarship funds under government schemes processed through the National Scholarship Portal, Aadhaar seeding with the student's bank account is mandatory. This requirement ensures verified, transparent transfer of financial support directly into the beneficiary's account without intermediary delays or administrative leakage.

82. (C) ADIP Scheme
The Assistance to Disabled Persons for Purchase/ Fitting of Aids and Appliances (ADIP) Scheme is a Central Sector initiative that provides durable, modern, and scientifically manufactured aids and appliances to persons with disabilities. These aids support physical mobility, sensory access, and educational inclusion for children with special needs in schools.

83. (A) Pragati Scholarship — Boys from Economically Weaker Sections for professional degrees
The Pragati Scholarship Scheme, implemented by the All India Council for Technical Education, is aimed exclusively at empowering girl students pursuing technical diploma or degree education. It does not target male students from economically weaker sections, making the description provided in the first pair factually inaccurate.

84. (D) The system of teaching and learning is suitably adapted to meet diverse student learning needs.
Section 2(m) of the Rights of Persons with Disabilities Act 2016 defines inclusive education as a system where students with and without disabilities learn together, and the teaching and learning system is suitably adapted to meet the diverse educational needs of different types of students within shared instructional spaces.

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85. (C) A is true but R is false
Inclusive education requires educational institutions to adapt their curricula, teaching strategies, and evaluation methodologies to suit diverse learner profile capabilities. The responsibility rests on the school system to adapt to the child's needs, rather than forcing children with disabilities to conform to an inflexible, standardized general education structure.

86. (C) Individualized Education Plan
In inclusive education, IEP stands for Individualized Education Plan. It is a structured written framework designed by educators, special educators, and specialists to map out specific learning goals, accommodations, modifications, and support services tailored to meet the unique educational needs of a child with special needs.

87. (D) Itinerant Teachers
Under the Samagra Shiksha framework, itinerant teachers are mobile special educators assigned to visit multiple schools across a resource cluster. They provide direct pedagogical support, therapeutic interventions, and assistive device guidance to children with special needs while assisting regular classroom teachers in developing inclusive teaching techniques.

88. (A) Allowing extra time or an alternative format to demonstrate the same learning outcome
An accommodation changes how a student learns or accesses information without altering the underlying learning standard or expectations, such as providing additional time or enlarged text. Conversely, a modification fundamentally alters or lowers the target curriculum expectations and learning outcomes expected from the student during academic evaluation.

89. (B) Universal Design for Learning and Cooperative Learning
Universal Design for Learning and cooperative learning strategies represent evidence-based inclusive practices. They provide flexible instructional approaches, multiple modes of representation, and peer support networks in heterogeneous classrooms. These practices ensure meaningful participation for students from disadvantaged groups and children with special needs without segregation.

(B) Sample verification of 10% of the books every year
(C) Physical verification at intervals of not more than five years
(D) Physical verification at intervals of not more than three years

55. For libraries having up to 20,000 volumes, the physical verification should be:
(A) Conducted periodically at least once every three years
(B) Conducted periodically at least once every five years
(C) Done through 100% physical verification every year
(D) Carried out on a random sample basis at annual intervals

56. What action must be taken immediately after the completion of physical verification of stores/ assets?
(A) The stores should be immediately scheduled for public auction without further review
(B) The existing stock register must be destroyed and replaced with a newly opened book
(C) A verification certificate with findings must be recorded in the stock register
(D) The detailed verification report must be transmitted directly to the Parliament

57. A physical verification team at a Directorate office finds that 5 laptops issued to officials are missing from the inventory. The team concludes the verification process by just updating the stock register balance without noting the loss. Which crucial step mandated by GFR 2017 did they omit?
(A) Recovering the cost of laptops directly from the Principal's personal funds
(B) Writing off the loss immediately in the ledger without any departmental report
(C) Procuring replacement laptops silently to cover up the inventory deficit
(D) Investigating the shortage and reporting the loss to the competent authority

58. Under Rule 217 of GFR 2017, an item may be declared obsolete, surplus, or unserviceable only after:
(A) Declared so by a properly constituted committee
(B) It completes ten full years of service regardless of operational status
(C) The asset becomes physically damaged or broken completely beyond repair
(D) The original equipment manufacturer discontinues production of spare parts

59. When disposing of unserviceable goods/assets with an assessed residual value above Rs. 2 Lakhs, the standard mode of disposal prescribed by GFR is:
(A) Disposal to scrap dealers at a nominal rate
(B) Public auction or e-auction
(C) Giving it away as a free donation to an NGO
(D) Destruction by burning

60. For the disposal of surplus or obsolete goods assessed at a value less than Rs. 2 Lakhs, which method may be adopted without holding a public auction?
(A) Direct donation of items to serving government employees for personal use
(B) Selling directly to local scrap dealers based on assessed market price
(C) Retaining unserviceable items indefinitely inside the official storehouse
(D) Disposing of items by throwing them into general municipal waste bins

61. E-waste (like obsolete computers and electronics) must be disposed of in accordance with which specific guidelines?
(A) Relevant E-Waste (Management) Rules and guidelines issued by MeitY
(B) General Municipal Solid Waste Management Rules framed by local bodies
(C) Standard operating procedures established by the local scrap trade market
(D) International conventions governing hazardous waste disposal across borders

62. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Items that have not completed their full expected life cannot under any circumstances be declared surplus or unserviceable.
Reason (R): GFR allows items to be declared unserviceable before their expected life is over, provided valid reasons are recorded and approval of the competent authority is taken.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

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63. The Utilization Certificate (UC) for grants-in-aid released by the Government must be submitted by the grantee institution in which prescribed GFR Form?
(A) GFR 12-A / 12-C
(B) GFR 19-A
(C) GFR 22
(D) GFR 33

64. What is the stipulated timeline under GFR 2017 for the submission of the final Utilization Certificate for a non-recurring grant?
(A) Within 3 months of the closure of the financial year in which the grant was released
(B) Within 6 months of the closure of the financial year
(C) Within 12 months of the closure of the financial year
(D) Before the end of the calendar year

65. If a grantee institution fails to submit the required Utilization Certificate within the prescribed time limit, what is the consequence under GFR?
(A) Legal proceedings are initiated and the institution director is arrested
(B) No further grants will be released to the grantee institution
(C) Unspent grant amounts are automatically converted into interest-bearing loans
(D) Outstanding financial obligations are written off by executive order

66. The Delegation of Financial Power Rules (DFPR) 1978 primarily deal with:
(A) Constitutional distribution of legislative and executive powers between Centre and States
(B) Standard operating procedures governing external statutory audit carried out by the CAG
(C) Service rules governing the calculation and disbursement of post-retirement benefits
(D) Financial limits within which authorities can sanction expenditure and payments

67. The process of transferring funds from one primary unit of appropriation to another such unit within a grant is termed as:
(A) Re-appropriation
(B) Write-off
(C) Capitalization
(D) Supplementary Grant

68. Consider the following statements regarding 'Re-appropriation' of funds:

I. Funds can be re-appropriated from the 'Capital' section to the 'Revenue' section of a grant.
II. Funds cannot be re-appropriated from 'Charged' expenditure to 'Voted' expenditure.
III. Re-appropriation can only be done before the expiry of the financial year.
IV. Re-appropriation is used to cover unavoidable excess expenditure under one head from savings under another.

Which of the statements given above are correct?
(A) I, II, and III only
(B) II, III, and IV only
(C) I, III, and IV only
(D) I, II, III, and IV

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69. Ex-post facto sanction of an expenditure:
(A) Is irregular and accorded only in exceptional cases with justification
(B) Represents a standard, routine, and highly encouraged financial accounting practice
(C) Refers to formal administrative sanction granted prior to incurring expenditure
(D) Is completely prohibited across all central departments under CAG directions

70. The internal audit mechanism in Government departments is intended to:
(A) Completely replace statutory external audits conducted periodically by the CAG
(B) Penalize administrative staff for minor clerical or accounting discrepancies
(C) Formulate and finalize the annual central union budget for the Ministry
(D) Ensure correct account maintenance and adherence to financial rules

71. In the Central Ministries, the internal audit is conducted under the overall supervision of the:
(A) Finance Minister of India acting in their personal official capacity
(B) Chief Controller of Accounts / Controller of Accounts
(C) Central Board of Directors of the Reserve Bank of India
(D) Financial Crime Division of the Central Bureau of Investigation

72. According to Rule 33 of GFR 2017, any loss or shortage of public moneys, departmental revenue, or receipts must be immediately reported to:
(A) Local jurisdiction Police Station having administrative authority over the region

(B) Public Grievance Officer stationed at the Prime Minister's Secretariat Office
(C) The next higher authority and the Statutory Audit Officer
(D) Central Vigilance Cell functioning within the Ministry of Home Affairs

73. For cases involving loss of public money, stores, or other property due to theft, fraud, or negligence, at what financial threshold does GFR 2017 generally mandate lodging a First Information Report (FIR) with the police?
(A) Any loss above Rs. 10,000
(B) Any loss above Rs. 25,000
(C) Any loss above Rs. 50,000
(D) Any loss above Rs. 1,00,000

74. A clerk in a school office accidentally spills coffee on a bulk stock of official receipt books, rendering them completely unusable. As per GFR, dealing with this loss requires:
(A) Investigating responsibility and obtaining write-off from competent authority
(B) Discarding damaged receipts and procuring new replacements without documentation
(C) Recovering total financial cost directly from the employee's retirement fund
(D) Reporting a criminal police case against the staff member for property damage

75. In contract management under GFR 2017, a "Force Majeure" clause is included to:
(A) Permit suppliers to modify prices unilaterally during unforeseen economic inflation
(B) Protect contracting parties from liability during unforeseen beyond-control events
(C) Empower government buyers to enforce terms under any difficult field conditions
(D) Grant government authorities unilateral rights to terminate contracts without cause

76. If a supplier fails to deliver goods within the delivery period stipulated in the contract, the buyer can impose a penalty for the delay. This is known as:
(A) Risk Purchase
(B) Liquidated Damages
(C) Force Majeure Penalty
(D) Performance Security Forfeiture

77. The standard rate of Liquidated Damages stipulated in government contracts (unless otherwise specified) is usually:
(A) 0.1% per week up to a maximum of 5% of contract value
(B) 0.5% per week up to a maximum of 10%
(C) 1.0% per week up to a maximum of 20% of contract value
(D) 2.0% per week up to a maximum of 25% of contract value

78. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): GFR 2017 encourages making payments to suppliers and contractors predominantly through electronic means.
Reason (R): E-payments enhance transparency, reduce delays, and ensure a direct audit trail for public expenditure.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

79. The centralized portal implemented for tracking funds released under all plan schemes and facilitating e-payment is known as:
(A) CPPP (Central Public Procurement Portal)
(B) GeM (Government e-Marketplace)
(C) e-Kuber
(D) PFMS (Public Financial Management System)

80. Rule 144(xi) of GFR ensures that any bidder from a country which shares a land border with India will be eligible to bid in public procurement only if:
(A) They agree to quote prices at least 20% lower than the lowest Indian bidder
(B) They form an exclusive joint venture with a Central Public Sector Unit
(C) They are registered with the Competent Authority specified by DPIIT
(D) They deposit double the required Earnest Money Deposit as extra security

81. Under the classification of assets in GFR, "Intangible Assets" include:
(A) Desktop computers, servers, printers, and external peripherals
(B) Software licenses, software patents, and legal copyrights
(C) Commercial land, office buildings, and physical infrastructure
(D) Government transport vehicles, motorcars,

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8. (C) Authorizing expenditure which becomes directly or indirectly advantageous to the sanctioning authority
Financial propriety principles strictly prohibit sanctioning officers from passing expenditure orders that directly or indirectly benefit themselves. Public funds must never be utilized for personal gains or individual interests. Sanctioning authorities must remain completely impartial, ensuring every financial commitment serves public purposes rather than private convenience, administrative self-interest, or non-governmental individual benefit.

9. (D) Expenditure should not be prima facie more than the occasion demands
Standard principles of financial propriety require that no expenditure should be prima facie more than what the occasion reasonable demands. Sanctioning lavish or excessive renovations far beyond functional administrative needs violates this principle. Officers are expected to maintain moderation and economy, avoiding unnecessary extravagance or luxury while utilizing public funds for official facilities and administrative accommodation.

10. (A) Within the limits of provided funds and relevant rules
Financial powers delegated to subordinate administrative authorities must be exercised strictly within the boundaries of available budget allocations and governing financial rules. Delegated authority does not grant absolute freedom; rather, it requires compliance with prescribed procedures, statutory conditions, financial limitations, and availability of sanctioned budget grants before incurring any binding public expenditure.

11. (B) Rule 144
Rule 144 of the General Financial Rules 2017 establishes the fundamental principles governing public procurement. It outlines statutory directives requiring public buying to be executed with efficiency, economy, fairness, transparency, and equal opportunity. It requires clear functional descriptions, unbiased specifications, and non-discriminatory treatment toward all prospective commercial suppliers participating in government tender proceedings.

12. (B) Be objective, functional, generic, and measurable without brand reference
Public procurement rules mandate that product specifications must be objective, functional, generic, and measurable without mentioning specific brand names, trade marks, or proprietary numbers. Tailoring specifications to particular commercial products restricts open market competition. Generic framing ensures equal participation for all eligible manufacturers and enables public entities to procure required goods at competitive market rates.

13. (A) Avoid restrictive and tailored specifications that favor a particular bidder
To ensure fair, competitive, and equitable treatment of suppliers, procuring entities must formulate tender specifications that remain neutral and unbiased. Restrictive or tailored technical conditions designed to favor specific vendors distort fair competition. Clear, generic criteria ensure transparent bidding, widen market participation, and prevent unfair operational practices in government purchasing activities.

14. (D) A is false but R is true
Public procurement principles do not dictate buying the cheapest item irrespective of quality; procurement requires obtaining goods of specified standard quality at competitive prices. While saving public money through fiscal discipline remains a key goal, administrative authorities must balance cost with technical eligibility, requisite quality standards, durability, and operational suitability during evaluation processes.

15. (D) Procuring complex machinery requiring technical evaluation before opening financial bids
A Two-Bid System, comprising separate technical and financial bids, is adopted for complex plants, machinery, or specialized services. This mechanism ensures that financial bids are evaluated only for suppliers whose technical offers meet required quality specifications. Decoupling technical evaluation from price bids protects the procurement process against compromised quality standards driven solely by cost.

16. (B) Up to Rs. 25,000 on each occasion
Rule 154 of the General Financial Rules 2017 allows direct purchase of goods up to a financial limit of Rs. 25,000 on each occasion without

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91. The term "L1" in the evaluation of financial bids stands for:
(A) Primary technical specification level certified during evaluation
(B) Lowest evaluated price bidder among technically qualified options
(C) Local supplier category registered under preferred vendor rules
(D) Largest commercial supplier operating within the domestic market

92. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): While calculating the L1 bidder on GeM, the buyer is allowed to reject a lower-priced bid if they personally dislike the brand offered.
Reason (R): GFR 2017 emphasizes generic, functional specifications rather than specific brand names to ensure fair competition.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

93. A "Reserve Price" fixed before conducting an auction of unserviceable goods serves the purpose of:
(A) Benchmark floor below which goods should not be sold
(B) Ensuring that the winning highest bidder pays that exact fixed amount
(C) Calculating the mandatory Earnest Money Deposit for participating dealers
(D) Determining the total logistical transportation costs for public goods

94. The General Financial Rules 2017 replaced which earlier version of the GFR?
(A) GFR 1963
(B) GFR 1978
(C) GFR 1995
(D) GFR 2005

95. A school has entered into a contract for the supply of laboratory chemicals over two years. A new tax is introduced by the government one year into the contract, increasing the cost of the chemicals. The supplier demands higher payment. According to standard contract management principles in GFR:
(A) The supplier is obligated to absorb all newly imposed statutory taxes without adjustment
(B) The existing contract automatically becomes legally null and void upon tax revision
(C) The purchasing school authority must pay double the contract amount as compensation
(D) Reimbursement of increased statutory taxes is permitted against valid documentary proof

96. "Direct Benefit Transfer" (DBT) schemes managed by government departments must ensure that the benefits are transferred directly to the:
(A) Vendor providing the service
(B) Head of Department's discretionary fund
(C) Beneficiary's Aadhaar-seeded bank account
(D) District Magistrate's office account

97. Rule 130 of GFR dictates that whenever a government department enters into a public-private partnership (PPP) arrangement, the process should be:
(A) Executed entirely through offline manual documentation and physical filing
(B) Transparent, competitive, and backed by a thorough feasibility study
(C) Completely exempted from standard public financial propriety regulations
(D) Selected at random by drawing lots among interested private developers

98. Consider the following statements regarding E-payment and Digital Transactions under GFR:
I. Ministries and Departments are mandated to make all payments to suppliers and contractors electronically.
II. Exceptions to e-payments are permitted only in cases where electronic payment is technically unfeasible.
III. PFMS must be used for payment, accounting, and reporting of expenditure.
IV. Cash payments are completely banned for any amount, even below Rs. 100.
Which of the statements given above are correct?
(A) I, II, and III only
(B) II, III, and IV only
(C) I, III, and IV only
(D) I, II, III, and IV

99. According to the standard guidelines on cash management, the practice of drawing cash from the bank to prevent the lapse of budget funds at the end of the financial year is:

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(A) Prohibited as it defeats budgetary control
(B) Strongly recommended to ensure complete utilization of allocated departmental grants
(C) Recognized as a standard and acceptable public sector financial accounting practice
(D) Permitted provided written prior sanction is formally obtained from the local DDO

100. For the procurement of works (like building construction), the preparation of detailed estimates and obtaining Technical Sanction is:
(A) Optional for project management depending on the estimated construction budget
(B) Required to be finalized only after physical construction work is completed
(C) A mandatory prerequisite prior to inviting public tenders
(D) Assigned as the exclusive operational responsibility of the winning contractor

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ANSWERS

1. (B) They are comprehensive rules and directives of the Central Government to be followed by all its departments and organizations while dealing with public finances

The General Financial Rules represent a comprehensive collection of framework orders and executive instructions issued by the Department of Expenditure under the Ministry of Finance. These rules govern public financial management across all central government ministries, departments, and subordinate bodies, ensuring standard financial propriety, systematic accounting control, and accountability across administrative operations handling public funds.

2. (D) The account for transactions relating to debt, deposits, advances, remittances, and suspense where the Government acts as a banker or trustee

Under Article 266 of the Constitution of India and general financial principles, the Public Account handles transactions where the government functions as a banker or custodian rather than owner. This includes provident funds, judicial deposits, savings bank deposits, remittances, and suspense accounts, which do not belong directly to the government but are held in trust.

3. (A) Any officer to whom the power to sanction expenditure has been delegated by the Government

A Competent Authority under the General Financial Rules refers to any administrative officer or body vested with specific delegated financial powers by the government. This authority allows the officer to grant administrative approvals, sanction public expenditure, or execute financial commitments within defined regulatory frameworks and financial limits established by government rules and Delegation of Financial Power Rules.

4. (C) Ministry of Finance, Department of Expenditure

In the contextual framework of the General Financial Rules, references to the Finance Ministry systematically denote the Ministry of Finance, Department of Expenditure. This department acts as the nodal agency responsible for overseeing public financial administration, framing expenditure regulations, establishing procurement standards, and delegating administrative financial authority across all central government ministries and departmental organizations.

5. (A) Efficiency, economy, and transparency in public financial management

The General Financial Rules 2017 were updated to establish modern public financial management practices across government establishments. Their core objective is ensuring efficiency, economy, and transparency while maintaining fiscal discipline. They facilitate faster decision-making, encourage competitive procurement practices, and ensure public funds are utilized productively with full administrative accountability across central government offices and institutions.

6. (D) Voluntary private contributions deposited in a personal bank account

Public Money encompasses all government revenue, capital receipts, statutory fees, administrative fines, and grants-in-aid received by government bodies for official purposes. Voluntary private contributions deposited into personal bank accounts do not constitute public money because they remain outside official government accounts, are not credited to the public treasury, and lack governmental administration.

7. (B) High standards of financial propriety

Public financial management dictates that every officer authorized to spend public funds must observe strict standards of financial propriety. An official must exercise the same degree of vigilance, caution, and care as a person of ordinary prudence would exercise when managing personal funds, ensuring that expenditures remain reasonable, legitimate, and fully justified for public interest.

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and heavy trucks

82. Which of the following best describes the "Price Variation Clause" in contract management?
(A) A clause enabling suppliers to charge varied rates across government offices
(B) A penalty clause applied when standard market rates fall during execution
(C) A mandatory early payment discount offered by suppliers to the department
(D) A provision adjusting for raw material or labor cost changes over time

83. A Head of Office sanctions the procurement of 20 split ACs for the school building at a cost of Rs. 8,00,000, despite having a delegated financial power limited to Rs. 2,00,000 for such items. What administrative irregularity has occurred?
(A) Exceeding financial powers without sanction
(B) Unlawful splitting of demand to bypass regular tenders
(C) Unauthorized re-appropriation of departmental funds
(D) Fraudulent embezzlement and diversion of public funds

84. "Turnkey Contracts" under the procurement of works in GFR refer to:
(A) Procurement contracts executed exclusively for supplying building hardware
(B) Works contracts awarded on a nomination basis to public sector enterprises
(C) Projects designed, built, and handed over fully operational to the buyer
(D) Works contracts incorporating special provisions for short-notice termination

85. Consider the following statements regarding internal audit mechanisms under GFR:
I. Internal audit provides an independent and objective assurance on the adequacy of risk management.
II. Internal audit reports are confidential and cannot be reviewed by the Statutory Auditor (CAG).
III. It evaluates compliance with the rules, regulations, and instructions issued by the competent authority.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

86. Which register is mandatorily maintained by the Drawing and Disbursing Officer (DDO) to record all money received and paid out on behalf of the Government?
(A) Attendance Register
(B) Stock Register
(C) Asset Register
(D) Cash Book

87. Before a bill is presented for payment to the Pay and Accounts Office (PAO), the Drawing and Disbursing Officer must ensure that:
(A) Signatures of available departmental staff are recorded on the payment voucher
(B) The expenditure is backed by a valid sanction and budget provision
(C) Physical cash currency notes are delivered directly to the Treasury Officer
(D) The payment bill is prepared strictly in handwritten format without errors

88. Under GFR, when an overpayment to a government servant is detected, it should be:
(A) Written off immediately by the DDO without conducting any administrative enquiry
(B) Adjusted silently against the upcoming financial year's departmental grant allocations
(C) Recovered from the employee subject to statutory rules and judicial precedents
(D) Completely ignored if the concerned government employee is retiring within twelve months

89. Grants-in-aid are generally released to institutions with the condition that the assets created out of such grants:
(A) Become the absolute personal property of the grantee institution's executive director
(B) Can be freely sold or transferred on the open market without government approval
(C) Must be physically returned to the granting authority after a period of five years
(D) Cannot be disposed of or encumbered without prior government approval

90. Which of the following is NOT a recognized method of public procurement under GFR 2017?
(A) Oral Quotation Enquiry
(B) Advertised Tender Enquiry
(C) Limited Tender Enquiry
(D) Single Tender Enquiry

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inviting formal quotations or tenders. The purchasing authority must certify that the items procured are of requisite quality, purchased at reasonable market rates, and required for official use.

17. (B) Purchase through a Local Purchase Committee
Rule 155 of the General Financial Rules 2017 specifies that procurement of goods costing above Rs. 25,000 and up to Rs. 2,50,000 on each occasion can be made through a Local Purchase Committee. The committee conducts a joint market survey to verify quality, suitability, and rate reasonableness before approving the procurement.

18. (C) Rs. 25 Lakhs and above
Rule 161 of the General Financial Rules 2017 mandates that procurement of goods with an estimated value of Rs. 25 Lakhs and above should be conducted through an Advertised Tender Enquiry. Tender notices must be published on the Central Public Procurement Portal and the department website to ensure maximum competition and transparency.

19. (A) By issuing a Proprietary Article Certificate under Single Tender Enquiry
Single Tender Enquiry under Rule 166 is permitted when goods are manufactured solely by a single firm possessing exclusive patent or manufacturing rights. In such instances, the competent authority must issue a Proprietary Article Certificate certifying that no alternate acceptable brand exists, thereby authorizing direct procurement from the sole proprietary source.

20. (B) Up to Rs. 25 Lakhs
Limited Tender Enquiry is an established procurement method used when the estimated value of required goods is up to Rs. 25 Lakhs. Under this method, tender inquiries are sent directly to more than three registered suppliers, ensuring competitive bidding while streamlining procedural requirements for medium-value departmental purchasing requirements.

21. (A) Government e-Marketplace (GeM)
The Government e-Marketplace is a dedicated online platform established by the Government of India for the procurement of common-use goods and services required by government departments, ministries, and public sector entities. Rule 149 of GFR 2017 mandates online procurement through GeM to enhance transparency, efficiency, and operational speed.

22. (D) I, II, and III
Rule 155 governs the constitution and operations of the Local Purchase Committee. The committee comprises three members designated by the Head of Department. These members are responsible for conducting market surveys, inspecting product quality, ascertaining market rate reasonableness, and jointly signing the mandatory procurement certificate before placing purchase orders.

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23. (A) Rs. 25,000
Under the provisions of Rule 149 of the General Financial Rules 2017, direct online purchasing on the Government e-Marketplace without calling for competitive bids is permitted up to Rs. 25,000 per occasion. Buyers must ensure that selected products meet basic quality specifications and are listed at reasonable market prices.

24. (C) Select the lowest price (L1) supplier among at least three different manufacturers
For GeM purchases between Rs. 25,000 and Rs. 5,00,000, buyers must compare offerings from at least three distinct original equipment manufacturers or registered vendors. Procurement must be executed through the online platform by identifying and selecting the lowest-priced supplier that meets the necessary technical and functional specifications.

25. (D) Online bidding or Reverse Auction
According to Rule 149 of GFR 2017, procurement on GeM exceeding Rs. 5,00,000 mandates conducting online competitive bidding or a reverse auction among registered sellers. This requirement ensures broad price competition, maximum financial transparency, and economic utilization of public funds for large-value purchases on the central digital platform.

26. (B) 2% to 5%
Earnest Money Deposit, or Bid Security, is obtained from bidders to safeguard against withdrawal or modification of bids during the evaluation period. As per GFR 2017 rules, the EMD amount ranges between 2% and 5% of the estimated contract value, submitted via bank guarantee or demand draft.

27. (B) 5% to 10% of the value of the contract
Performance Security is collected from successful bidders to ensure satisfactory contract execution and performance. Under GFR 2017 provisions, Performance Security is fixed between 5% and 10% of the total contract value. It is retained throughout the contract duration plus additional statutory warranty periods to cover potential defaults.

28. (A) Both A and R are true and R is the correct explanation of A
Micro and Small Enterprises are exempted from submitting Earnest Money Deposits in public procurement tenders. This exemption aligns with national public procurement policy objectives aimed at supporting MSE growth, reducing entry barriers, promoting indigenous small-scale industries, and facilitating their active participation in government purchasing processes across all ministries.

29. (C) 30%
While advance payments to private suppliers are generally restricted, GFR 2017 permits advances in special cases against suitable safeguards. For private firms, advance payments are restricted to a maximum of 30% of the contract value, backed by equivalent bank guarantees to protect government financial interests against default.

30. (C) Central Public Procurement Portal (CPPP)
The Central Public Procurement Portal is the mandatory electronic platform established for publishing all tender notices, bid solicitations, and awarded contract details across central government bodies. E-publishing on CPPP ensures wide publicity, maintains open operational records, prevents favoritism, and provides public access to government procurement activities.

31. (D) The procuring authority / buyer
The ultimate responsibility for establishing rate reasonableness during GeM procurement rests entirely with the buying officer or procuring authority. Buyers must compare available market rates, evaluate product specifications, and maintain supporting documentation confirming that public money is spent economically and in accordance with financial propriety principles.

32. (C) Splitting demand to avoid higher approval or competitive bidding procedures
Rule 157 explicitly prohibits splitting purchase demands into smaller quantities to avoid obtaining sanction from higher authorities or bypassing open competitive tender procedures. Requirements must be consolidated annually to derive economies of scale, maintain procedural transparency, and ensure strict adherence to delegated administrative financial limits.

33. (B) Intellectual or advisory services provided by experts
Under GFR 2017, consulting services are defined as specialized intellectual or advisory services provided by expert consultants, professional firms, or consultants possessing specific domain expertise. These services include policy formulation, feasibility studies, detailed engineering designs, architectural planning, software development advisory, and legal or technical advisory assignments.

34. (D) Limited enquiry from a panel of at least three consultants
For procuring consultancy services estimated up to Rs. 25 Lakhs, departments can issue a limited tender enquiry to a panel of shortlisted consultants. The panel must consist of at least three qualified firms or individual experts to ensure competitive selection without requiring lengthy national advertising procedures.

35. (A) I, II, and III only
QCBS evaluates technical capability alongside financial proposals for complex consultancy assignments. Least Cost System selection suits standardized routine work where technical requirements are fixed. However, Single Source Selection is an exceptional procedure restricted to specific conditions like emergencies or continuations, and cannot be used routinely to bypass tenders.

36. (C) Issuing a tender enquiry with detailed scope of work for competitive bidding
Non-consulting services involving routine non-intellectual tasks like cleaning, security, and housekeeping are procured by issuing detailed tender enquiries. Selection relies on clear operational work scopes, measurable service deliverables, and competitive financial bidding to select eligible service providers offering the

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required operational outcomes at optimal market rates.

37. (A) Personal preference of the Head of Department for a consultant
Single Source Selection of consultants is permitted only under exceptional operational conditions such as emergencies, logical continuation of ongoing assignments, or strict confidentiality requirements. Personal preference of an administrative authority is strictly prohibited as a justification, as procurement must remain unbiased, transparent, and competitively justified.

38. (B) Rule 157 (Splitting of demand)
Dividing an annual stationary requirement of Rs. 1,20,000 into six small orders to bypass Local Purchase Committee procedures or open bidding violates Rule 157. This rule explicitly prohibits splitting purchase requisitions to evade mandated administrative procedures, monetary thresholds, or competitive tender requirements established under financial regulations.

39. (B) The primary fund crediting all government revenues, loans, and loan repayments
Established under Article 266(1) of the Constitution of India, the Consolidated Fund of India receives all government revenues, direct and indirect taxes, loans raised, and loan repayments. No money can be withdrawn or spent from this principal account without explicit legislative authorization passed by Parliament through appropriation acts.

40. (C) Head of Account
Every expenditure sanction issued by a competent financial authority must clearly specify the exact Head of Account under which funds are sanctioned. This standardized accounting classification ensures systematic budget control, accurate financial record-keeping, direct tracking of public expenditure, and proper auditing across departmental budget allocations.

41. (D) Computer Advance
Computer Advance is classified as an interest-bearing advance under the Compendium of Rules on Advances. While advances like LTC, medical, and official tour advances are interest-free short-term adjustments, personal computer advances are recovered in structured monthly installments along with prescribed interest rates determined by the government.

42. (B) Rs. 50,000
Under current government rules governing advances to employees, the maximum limit for granting a Personal Computer Advance is fixed at Rs. 50,000 or the actual price of the computer, whichever is lower. It is granted to eligible government servants and recovered in interest-bearing monthly salary installments.

43. (B) Within 1 month of completion of the return journey
When an employee draws an advance for Leave Travel Concession, the final adjustment claim bill must be submitted within one month of completing the return journey. Failure to submit the adjustment bill within this timeframe requires immediate refund of the entire advance amount along with penal interest.

44. (A) 15 days of completion of the tour
Government servants drawing a Tour Advance must submit their detailed Traveling Allowance claim bill for adjustment within 15 days of completing the tour journey. Prompt submission ensures timely accounting, adjustment of public funds, and recovery or reimbursement of balances associated with official administrative travel.

45. (A) Both A and R are true and R is the correct explanation of A
Unspent balances of grants-in-aid must be refunded or adjusted against future releases because grant allocations remain public funds intended for specific sanctioned purposes. Parking government grant money in bank accounts without timely utilization violates financial discipline and prevents efficient deployment of public capital across developmental programs.

46. (C) Petty contingent expenditures requiring immediate cash payment
Permanent Advance or Imprest is sanctioned to designated government officers to enable them to meet petty, urgent contingent expenditures that require immediate cash settlement. This cash fund avoids delays associated with processing regular formal bills through the payment office for minor, day-to-day administrative operational expenses.

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and Voted heads. However, re-appropriation must be completed before the financial year ends to adjust savings against excess requirements under specific operational units within the same parliamentary sanction grant.

69. (A) Is irregular and accorded only in exceptional cases with justification
Ex-post facto sanction involves approving expenditure after it has already been incurred. This practice is inherently irregular under public financial management principles. It is granted only in rare, unavoidable emergency situations, accompanied by detailed administrative justifications and thorough scrutiny by higher competent financial authorities.

70. (D) Ensure correct account maintenance and adherence to financial rules
Internal audit functions as an administrative control mechanism within government departments. It continuously reviews financial transactions, evaluates accounting accuracy, ensures adherence to financial rules and operational regulations, and identifies systemic deficiencies before statutory external audits are conducted by the Comptroller and Auditor General.

71. (B) Chief Controller of Accounts / Controller of Accounts
In Central Ministries, internal audit operations function under the direct administrative direction and supervision of the Chief Controller of Accounts or Controller of Accounts. This office conducts regular internal inspections, evaluates accounting integrity, assesses risk management, and monitors financial compliance across all departmental units.

72. (C) The next higher authority and the Statutory Audit Officer
Rule 33 of GFR 2017 mandates that any loss or shortage of public money, departmental revenues, or government property must be reported immediately to the next higher administrative authority and the Statutory Audit Officer. Prompt reporting ensures timely investigation and initiation of corrective financial measures.

73. (C) Any loss above Rs. 50,000
GFR 2017 mandates that cases involving loss of public money, stores, or government property due to criminal acts like theft, fraud, or arson must be reported to the police by lodging a First Information Report (FIR) whenever the estimated loss exceeds Rs. 50,000.

74. (A) Investigating responsibility and obtaining write-off from competent authority
When official receipt books or stores are damaged, administrative rules require investigating the cause, fixing personal responsibility if negligence occurred, and obtaining formal write-off sanction from the competent authority. Damaged receipt forms cannot be discarded unrecorded, as strict accounting control over physical receipt stock is mandatory.

75. (B) Protect contracting parties from liability during unforeseen beyond-control events
A Force Majeure clause in government contracts protects both contracting parties from legal liability or default penalties during extraordinary events beyond human control, such as acts of God, wars, floods, or pandemics, which temporarily prevent contract performance without fault or negligence by either party.

76. (B) Liquidated Damages
Liquidated Damages represent pre-agreed financial compensation charged to a contractor or vendor for failing to deliver goods or complete services within the contractually stipulated delivery schedule. It serves as a contractual remedy for delays without requiring proof of actual financial loss.

77. (B) 0.5% per week up to a maximum of 10%
The standard rate for Liquidated Damages in government supply contracts is 0.5% of the delayed goods' contract price for each week of delay. The total accumulated penalty for delayed performance is capped at a maximum ceiling of 10% of the total contract value.

78. (A) Both A and R are true and R is the correct explanation of A
GFR 2017 strongly mandates electronic payments to contractors and vendors to modernize financial administration. E-payments eliminate physical handling of payment instruments, prevent administrative delays, minimize cash handling risks, and establish direct digital audit trails across public financial management transactions.

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violates accounting procedures and undermines institutional inventory accountability controls.

58. (A) Declared so by a properly constituted committee
Rule 217 of GFR 2017 specifies that items can be declared obsolete, surplus, or unserviceable only after a formally constituted survey committee inspects them. The committee evaluates physical condition, operational utility, and economic repairability before formally recommending items for write-off, disposal, or public auction.

59. (B) Public auction or e-auction
Unserviceable or surplus goods evaluated above a residual market value of Rs. 2 Lakhs must be disposed of through public auctions or transparent e-auctions. This procedure ensures wide competitive participation, maximizes revenue realization for the public treasury, and maintains open procedural accountability during asset disposal operations.

60. (B) Selling directly to local scrap dealers based on assessed market price
For surplus or unserviceable goods assessed below Rs. 2 Lakhs, government departments may dispose of them directly to local scrap dealers at fair assessed market prices without holding elaborate public auctions, thereby saving administrative overhead costs while ensuring timely clearing of obsolete departmental stock.

61. (A) Relevant E-Waste (Management) Rules and guidelines issued by MeitY
Obsolete electronic equipment and digital hardware classified as e-waste must be disposed of strictly in accordance with statutory E-Waste (Management) Rules and Ministry of Electronics and Information Technology guidelines. Disposal must be executed through authorized recyclers to prevent environmental contamination and ensure safe handling.

62. (D) A is false but R is true
Items do not need to complete their full theoretical lifespan before being declared unserviceable. If equipment becomes prematurely damaged, technologically obsolete, or economically unrepairable, it can be declared unserviceable before its expected lifespan ends, provided valid technical reasons are recorded and approved by the competent authority.

63. (A) GFR 12-A / 12-C
Grantee institutions receiving government grants-in-aid must submit Utilization Certificates using prescribed formats GFR 12-A or GFR 12-C. These forms verify that grant allocations were spent exclusively for approved purposes and comply with terms and conditions specified in official financial sanction letters.

64. (C) Within 12 months of the closure of the financial year
For non-recurring grants-in-aid, grantee institutions are required to submit the final Utilization Certificate within 12 months following the close of the financial year in which the grant was sanctioned. Submission confirms proper utilization and enables administrative reconciliation of government budget accounts.

65. (B) No further grants will be released to the grantee institution
Non-submission of mandatory Utilization Certificates within prescribed timelines stops further grant releases to the defaulting institution. GFR rules mandate that no subsequent financial grants shall be disbursed until pending utilization certificates for previous grants are fully submitted, audited, and accepted by the department.

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66. (D) Financial limits within which authorities can sanction expenditure and payments
The Delegation of Financial Power Rules 1978 define specific financial limits and administrative powers granted to various government authorities for sanctioning public expenditure. DFPR outlines procedural frameworks governing expenditure approvals, contingent spending, and re-appropriation powers across central ministries and subordinate offices.

67. (A) Re-appropriation
Re-appropriation is the formal procedure of transferring savings from one primary unit of appropriation to another within the same voted grant or charged appropriation. It enables government departments to meet unavoidable excess expenditure under specific operational heads without exceeding the overall legislative budget grant.

68. (B) II, III, and IV only
Re-appropriation cannot transfer funds between Capital and Revenue sections or between Charged

(B) NPS guarantees inflation-indexed returns, whereas OPS depends on market performance.
(C) NPS does not allow employee contributions, whereas OPS requires a 10% contribution.
(D) NPS is a Defined Contribution scheme, whereas OPS is a Defined Benefit scheme.

17. Identify the correct statement regarding the statutory backing of OPS and NPS.
(A) OPS is governed by the CCS (Pension) Rules, 2021, while NPS architecture is governed by the PFRDA Act, 2013.
(B) OPS is governed by the PFRDA Act, 2013, while NPS is governed by the CCS (Pension) Rules, 2021.
(C) Both OPS and NPS are exclusively governed by the General Financial Rules (GFR), 2017.
(D) Both schemes derive their authority directly from Article 280 of the Constitution without secondary legislation.

18. Which of the following statements incorrectly distinguishes between OPS and NPS?
(A) Under OPS, the entire investment risk and funding liability is borne by the Government.
(B) Under NPS, the accumulated investment risk is borne entirely by the employee/ subscriber.
(C) NPS mandates a deduction of 14% of basic pay as employee contribution.
(D) Under OPS, the system provides a fixed monthly pension to retirees post-retirement.

19. Which of the following features is correctly matched with its respective pension scheme?
(A) Portability across jobs - NPS
(B) GPF facility available - NPS
(C) Dearness Relief on Pension - NPS
(D) Annuity purchase mandatory - OPS

20. A teacher appointed under the Directorate of Education, GNCTD, on 15th July 2004, submits a representation to the Principal demanding to be covered under the Old Pension Scheme (OPS). As a Principal acting on current statutory guidelines, what is the most appropriate administrative response?
(A) Forward the representation to higher authorities recommending OPS coverage, assuming that teaching cadres are exempted from NPS.
(B) Accept the representation at the school administrative level and begin deducting General Provident Fund instead of NPS contributions.
(C) Allow the teacher to maintain active operational accounts under both OPS and NPS frameworks simultaneously until retirement.
(D) Reject the representation, as post-2004 recruits are mandatorily covered under NPS unless covered by specific judicial exceptions.

21. Every subscriber under the National Pension System is allotted a unique Permanent Retirement Account Number (PRAN). How many digits does a PRAN consist of?
(A) 10 digits
(B) 12 digits
(C) 14 digits
(D) 16 digits

22. What is the exclusive additional tax deduction benefit available for contributions made to the NPS Tier-I account under Section 80CCD(1B) of the Income Tax Act?
(A) ₹25,000
(B) ₹50,000
(C) ₹1,00,000
(D) ₹1,50,000

23. Which of the following is NOT a feature of the NPS Tier-I account?
(A) It serves as the primary mandatory pension account for all covered government employees.
(B) Partial withdrawals from this account are strictly regulated and restricted by PFRDA rules.
(C) Contributions deposited into this account are eligible for tax deductions under Income Tax laws.
(D) Subscribers can withdraw their total corpus freely at any time.

24. Under normal circumstances for a Government sector subscriber, the NPS Tier-I account is locked in until what event?
(A) Completion of a minimum of 10 years of continuous service
(B) Attainment of 50 years of age across all government cadres
(C) Attainment of 60 years of age or superannuation
(D) Exhaustion of the accumulated retirement investment corpus

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79. (D) PFMS (Public Financial Management System)
The Public Financial Management System is a centralized web-based portal managed by the Controller General of Accounts. PFMS tracks funds disbursed under government schemes, facilitates direct electronic payments to beneficiaries and vendors, and enables real-time monitoring of public expenditure across central and state implementation agencies.

80. (C) They are registered with the Competent Authority specified by DPIIT
Rule 144(xi) of GFR mandates that bidders from countries sharing a land border with India are eligible to participate in public procurement tenders only if registered with the Competent Authority established by the Department for Promotion of Industry and Internal Trade (DPIIT), ensuring national security interests.

81. (B) Software licenses, software patents, and legal copyrights
Intangible assets under GFR asset classification represent non-physical assets possessing long-term value, such as computer software licenses, specialized legal copyrights, patents, and technical know-how rights. These assets must be recorded in asset registers to ensure systematic inventory monitoring and intellectual property management.

82. (D) A provision adjusting for raw material or labor cost changes over time
A Price Variation Clause in long-term contracts provides a mechanism to adjust contract prices to reflect significant market fluctuations in raw material prices, labor wages, or fuel costs during contract execution, ensuring equitable risk distribution between the government buyer and commercial suppliers.

83. (A) Exceeding financial powers without sanction
Sanctioning expenditure beyond delegated financial thresholds without obtaining prior sanction from a higher competent financial authority constitutes a clear administrative irregularity known as exceeding financial powers. Subordinate officers must operate strictly within delegated financial limits established under the Delegation of Financial Power Rules.

84. (C) Projects designed, built, and handed over fully operational to the buyer
Turnkey Contracts in public works procurement refer to comprehensive projects where a single contractor is responsible for complete design, engineering, construction, testing, and commissioning. The contractor hands over a fully operational facility ready for immediate administrative use upon project completion.

85. (C) I and III only
Internal audit independently evaluates operational risk management, internal controls, and compliance with statutory financial regulations. However, internal audit reports are not confidential from statutory auditors; the Comptroller and Auditor General has full constitutional access to review internal audit reports during statutory audit examinations.

86. (D) Cash Book
The Cash Book is a statutory register mandatorily maintained by Drawing and Disbursing Officers to record all daily cash receipts, bank transactions, and disbursements made on behalf of the government. Every transaction must be entered immediately and reconciled regularly with bank statements and treasury records.

87. (B) The expenditure is backed by a valid sanction and budget provision
Before presenting payment bills to the Pay and Accounts Office, the Drawing and Disbursing Officer must verify that the expenditure is supported by a valid administrative sanction from the competent authority and backed by sufficient unspent budget provision under the relevant Head of Account.

88. (C) Recovered from the employee subject to statutory rules and judicial precedents
When an overpayment to a government servant is detected, administrative rules require recovery of the excess amount. Recovery must be executed in accordance with statutory rules, departmental procedures, and binding judicial precedents governing overpayment recoveries from serving or retiring government personnel.

89. (D) Cannot be disposed of or encumbered without prior government approval
Assets created or acquired by grantee institutions using government grants-in-aid remain subject to public financial controls. Such assets cannot

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be sold, transferred, mortgaged, or otherwise encumbered without obtaining prior written approval from the sanctioning government ministry or departmental authority.

90. (A) Oral Quotation Enquiry
Oral Quotation Enquiry is not a recognized or permissible procurement method under GFR 2017. All public procurement must follow formal documented procedures, including direct purchase certificates, local purchase committees, advertised tender enquiries, limited tender enquiries, or single tender enquiries to ensure auditability and transparency.

91. (B) Lowest evaluated price bidder among technically qualified options
In public tender evaluations, "L1" designates the lowest evaluated responsive price bidder among all vendors who met the technical qualification criteria. Contracts are typically awarded to the L1 bidder, provided their quoted price is determined to be reasonable and commercially viable.

92. (D) A is false but R is true
Buyers on GeM or public portals cannot reject the lowest price (L1) bidder based on personal preferences or brand prejudice. GFR procurement rules mandate objective evaluation based on generic, functional specifications to ensure open competition, non-discrimination, and fairness across public purchasing activities.

93. (A) Benchmark floor below which goods should not be sold
A Reserve Price in public auctions serves as the minimum confidential benchmark floor price established before bidding begins. It prevents public assets or unserviceable goods from being sold at unacceptably low bids, safeguarding government financial interests during asset disposal auctions.

94. (D) GFR 2005
The General Financial Rules 2017 replaced the earlier General Financial Rules 2005. The 2017 revision modernised public financial management practices, integrated digital procurement platforms like GeM and CPPP, streamlined financial delegation rules, and aligned financial regulations with electronic payment systems.

95. (D) Reimbursement of increased statutory taxes is permitted against valid documentary proof
Under standard government contract management principles, statutory variations in indirect taxes or levies introduced by government legislation during the contractual delivery period are reimbursable to suppliers upon submission of valid documentary proof confirming actual payment of the increased statutory taxes.

96. (C) Beneficiary's Aadhaar-seeded bank account
Direct Benefit Transfer schemes mandate that cash benefits, subsidies, and financial assistance must be transferred directly into the beneficiary's Aadhaar-seeded bank account via electronic payment platforms, eliminating intermediaries, reducing leakages, and ensuring targeted delivery of public welfare funds.

97. (B) Transparent, competitive, and backed by a thorough feasibility study
Rule 130 of GFR 2017 requires that Public-Private Partnership projects must be structured through transparent competitive bidding processes. Projects must be preceded by detailed feasibility studies, risk allocations, and financial appraisals to ensure value for public money and project sustainability.

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98. (A) I, II, and III only
Mandating electronic payments via PFMS for government payments and allowing exceptions only when technically unfeasible are standard rules (Statements I, II, III). However, cash payments are not completely banned for tiny operational expenses where petty cash imprest systems apply, making Statement IV incorrect.

99. (A) Prohibited as it defeats budgetary control
Withdrawing cash from banks or transferring funds to personal accounts simply to prevent budgetary grants from lapsing at the end of the financial year is strictly prohibited. This practice distorts financial accounts, violates budgetary control rules, and defeats legislative oversight over public expenditure.

100. (C) A mandatory prerequisite prior to inviting public tenders
In public works procurement, preparing detailed project estimates and obtaining formal Technical Sanction from the competent engineering authority are mandatory prerequisites prior to inviting public tenders. Technical sanction

ensures structural soundness, accurate cost estimation, and compliance with prescribed public works standards.

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CHAPTER 17

Central Civil Services (Pension) Rules, 2021(NPS)

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1. The Central Civil Services (Pension) Rules, 2021 were officially notified and came into force to replace the earlier CCS (Pension) Rules of 1972. What is the effective date of notification for the CCS (Pension) Rules, 2021?
(A) 1st January 2021
(B) 1st April 2021
(C) 20th December 2021
(D) 31st December 2021

2. Under the purview of the CCS (Pension) Rules, 2021, which of the following categories of employees is explicitly covered?
(A) Persons in casual and daily-rated employment
(B) Persons paid from contingencies
(C) Government servants appointed substantively to civil services and posts before 1st January 2004
(D) Persons entitled to the benefit of a Contributory Provident Fund

3. Under Rule 8 of the CCS (Pension) Rules, 2021, the payment of pension is fundamentally subject to which of the following conditions?
(A) Future good conduct of the pensioner
(B) Submission of annual property returns
(C) Continuous residence in India
(D) Non-employment in any private sector capacity

4. In the context of pension rules, what is the precise definition of 'Superannuation Pension'?
(A) A pension granted to a Government servant who is retired on his own request before completing the age of retirement
(B) A pension granted when a Government servant is declared medically unfit for further service
(C) A pension granted upon the abolition of the permanent post held by the Government servant
(D) A pension granted to a Government servant who retires on attaining the age of compulsory retirement

5. Identify the incorrect statement regarding the application of the CCS (Pension) Rules, 2021.
(A) They do not apply to Government servants appointed on or after 1st January 2004.
(B) They apply to members of the All India Services irrespective of their date of joining.
(C) They apply to civilian Government servants in the Defence Services appointed before 2004.
(D) They do not apply to persons employed on contract except when the contract provides otherwise.

6. Under the Old Pension Scheme (OPS) governed by CCS (Pension) Rules, what is the minimum qualifying service required to earn a regular pension upon superannuation?
(A) 5 years
(B) 10 years
(C) 15 years
(D) 20 years

7. For the calculation of standard pension under the Old Pension Scheme, which of the following serves as the basic parameter?
(A) 40% of average basic pay plus Dearness Allowance of last 12 months, subject to standard ceiling caps
(B) 50% of last basic pay drawn plus House Rent Allowance as admissible under prevailing pay scale rules
(C) 60% of average emoluments of last 36 months calculated prior to the exact date of superannuation
(D) 50% of last basic pay or 50% of average emoluments of last 10 months, whichever is higher

8. Consider the following statements regarding the Old Pension Scheme (OPS):
I. Pension under OPS is a defined benefit.
II. Dearness Relief (DR) is provided to pensioners twice a year to offset inflation.
III. Employees are required to contribute 10% of

their basic pay towards their pension corpus under OPS.

Which of the statements given above is/are correct?

(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

9. Which of the following is NOT a feature of the Old Pension Scheme (OPS)?

(A) The pension amount is predetermined based on the employee's last drawn salary and years of service.
(B) The employee's retirement corpus is subject to market-linked risks and fluctuations.
(C) The liability for pension payment rests entirely with the Government.
(D) The scheme provides for a family pension in the event of the pensioner's death.

10. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).

Assertion (A): The Old Pension Scheme (OPS) is classified as a "Defined Benefit" scheme.

Reason (R): Under OPS, the pension payout is guaranteed by the government and is formulated based on the employee's last drawn salary rather than accumulated contributions.

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

11. The National Pension System (NPS) was introduced for Central Government employees (except Armed Forces) replacing the Old Pension Scheme. From which date did it become mandatory for new recruits?

(A) 1st April 2003
(B) 1st January 2004
(C) 1st April 2004
(D) 1st January 2005

12. Which statutory regulatory body is responsible for regulating and administering the National Pension System (NPS) in India?

(A) Reserve Bank of India (RBI)
(B) Securities and Exchange Board of India (SEBI)
(C) Pension Fund Regulatory and Development Authority (PFRDA)
(D) Insurance Regulatory and Development Authority of India (IRDAI)

13. Arrange the correct sequence of the flow of NPS contributions from the institutional level to the investment level:

I. Drawing and Disbursing Officer (DDO)
II. Central Recordkeeping Agency (CRA)
III. Pay and Accounts Officer (PAO)
IV. Pension Fund Managers (PFMs)

(A) I, III, II, IV
(B) I, II, III, IV
(C) III, I, IV, II
(D) III, II, I, IV

14. What was the primary macroeconomic rationale for the Government of India to shift from the Old Pension Scheme to the National Pension System?

(A) To increase immediate tax revenue collections for funding ongoing infrastructure projects
(B) To provide short-term provident fund advances and liquidity options to employees
(C) To reduce unsustainable long-term pension liability on the fiscal exchequer
(D) To eliminate the existing structural concept of compulsory retirement age in civil services

15. Consider the following statements regarding the applicability of the National Pension System (NPS):

I. It is mandatory for all new recruits to the Central Government joining on or after 1st January 2004 (except Armed Forces).
II. It is mandatory for all State Government employees who joined after 1st January 2004.
III. It is available on a voluntary basis to all citizens of India between the ages of 18 and 70.
IV. It replaced the General Provident Fund (GPF) for employees covered under it.

Which of the above statement(s) is/are correct?

(A) I, II, and III only
(B) I, III, and IV only
(C) II, III, and IV only
(D) I, II, III, and IV

16. In the context of pension economics, how does the National Pension System (NPS) fundamentally differ from the Old Pension Scheme (OPS)?

(A) NPS is a Defined Benefit scheme, whereas OPS is a Defined Contribution scheme.

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47. (D) Submitting a contingent bill with details of expenditure incurred from the advance
An Imprest account is recouped periodically by submitting detailed contingent bills supported by sub-vouchers for expenses incurred from the cash balance. Once the payment office checks and passes the contingent bill, funds equal to the expended amount are disbursed to replenish the permanent advance.

48. (C) Strictly prohibited under standard rules of public financial cash management
Mixing official government cash with personal money is strictly prohibited under government cash management regulations. Official money must be stored separately in authorized safe lockers and recorded independently in official cash books to prevent financial irregularities, maintain clear audit trails, and ensure absolute accountability of public funds.

49. (B) 15th April of every year
Officers holding permanent advances must submit an annual acknowledgement certificate of the advance amount to the controlling officer on or before April 15th each year. This requirement confirms physical possession, verifies accounting correctness, and validates the exact status of unspent imprest funds as of March 31st.

50. (C) Form GFR 22
Rule 211 of the General Financial Rules 2017 prescribes Form GFR 22 for maintaining the official Register of Fixed Assets. Government offices must record all non-consumable assets, plant machinery, vehicles, and furniture in this register to maintain complete operational records and enable mandatory annual physical verification.

51. (D) Form GFR 23
Consumable stores such as office stationery, lab chemicals, cleaning items, and spare components must be recorded in the Register of Consumables using Form GFR 23. This accounting format tracks receipts, issues, and closing balances, ensuring proper inventory control and preventing unauthorized consumption or material wastage.

52. (B) II and III only
Fixed assets must undergo physical verification at least once every year, making Statement I incorrect. Verification must be performed by an independent officer who is not the stock custodian. Any discrepancies, damages, or shortages identified during physical checks must be thoroughly investigated and reported to competent authorities.

53. (A) Once a year
Rule 213 of GFR 2017 mandates that physical verification of fixed assets in government offices must be conducted at least once every year. The physical check verifies physical existence, records actual operational condition, prevents material loss or misplacement, and reconciles stock registers with ground realities.

54. (D) Physical verification at intervals of not more than three years
For libraries holding between 20,000 and 50,000 volumes, GFR 2017 requires physical verification of books at intervals not exceeding three years. Sample verification checks can be adopted to verify holdings, identify unreturned or damaged books, and maintain accurate library stock documentation without disrupting routine services.

55. (C) Done through 100% physical verification every year
In government libraries having up to 20,000 volumes, complete 100% physical verification of all books must be carried out annually. Every volume must be checked against stock registers to reconcile catalog records, identify unrecorded losses, locate misfiled titles, and write off unserviceable or destroyed publications.

56. (C) A verification certificate with findings must be recorded in the stock register
Immediately following completion of physical inventory verification, the inspecting authority must record a formal verification certificate along with detailed findings in the stock register. This entry documents verified stock counts, lists observed discrepancies or damage, and establishes official audit records for administrative review.

57. (D) Investigating the shortage and reporting the loss to the competent authority
When physical verification reveals missing inventory items, GFR rules require an immediate investigation to fix administrative responsibility and report the formal loss to the competent financial authority. Merely adjusting register figures without investigating missing equipment

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25. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The NPS Tier-I account is mandatory for all Central Government employees appointed on or after 1st January 2004.
Reason (R): Tier-I is a non-withdrawable pension account designed solely to create a retirement corpus to replace the Old Pension Scheme.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

26. Which of the following statements best describes the NPS Tier-II account?
(A) It is a primary mandatory savings account required for all registered NPS subscribers.
(B) It is a voluntary savings account open only to active Tier-I account holders.
(C) It automatically replaces the Tier-I account upon reaching the date of retirement.
(D) It is an exclusive investment account meant solely for purchasing monthly annuities.

27. What is the lock-in period for Central Government employees who claim tax deductions under Section 80C for their contributions to the NPS Tier-II account?
(A) 1 year
(B) 3 years
(C) 5 years
(D) 10 years

28. What is the minimum initial contribution required to open an NPS Tier-II account?
(A) ₹250
(B) ₹500
(C) ₹1000
(D) ₹5000

29. Identify the correct operational difference between NPS Tier-I and Tier-II accounts.
(A) Tier-I allows unlimited tax-free withdrawals, whereas Tier-II strictly prohibits any withdrawal before retirement.
(B) Tier-I funds are invested purely in equities, whereas Tier-II funds must be invested exclusively in government bonds.
(C) An employee can independently open an active Tier-II account without needing an active Tier-I pension account.
(D) Tier-II allows unrestricted withdrawals, whereas Tier-I has restricted withdrawals for retirement.

30. Consider the following statements regarding the NPS Tier-II account for Government employees:
I. It is an optional account.
II. Contributions made to Tier-II do not receive any matching contribution from the Government.
III. Withdrawals from Tier-II account are tax-free under all circumstances.
Which of the statements given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

31. The Central Government enhanced its matching contribution towards the NPS Tier-I account of its employees from 10% to what percentage, effective from 1st April 2019?
(A) 12%
(B) 14%
(C) 16%
(D) 18.5%

32. What is the standard mandatory monthly contribution made by a Central Government employee towards their NPS Tier-I account?
(A) 10% of Basic Pay only
(B) 14% of Basic Pay + Dearness Allowance (DA)
(C) 12% of Basic Pay + House Rent Allowance (HRA)
(D) 10% of Basic Pay + Dearness Allowance (DA)

33. A Vice-Principal draws a Basic Pay of ₹70,000 and a Dearness Allowance of 50%. What will be the monthly Government contribution to her NPS Tier-I account?
(A) ₹10,500
(B) ₹14,700
(C) ₹11,200
(D) ₹7,000

34. Identify the incorrect statement regarding NPS contributions during a period of suspension of a Government employee.
(A) No mandatory NPS contribution is ever deducted from the subsistence allowance drawn during suspension.

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sector NPS subscribers to mirror the family pension aspect of OPS?
(A) Annuity for life without Return of Purchase Price (ROP) payable to legal heirs
(B) Annuity for a guaranteed fixed period of 10 years only with no life cover thereafter
(C) Annuity for life with ROP and 100% pension to spouse on subscriber's death
(D) Fixed-term annuity without any survivor benefits or capital return options

87. The Government of India recently approved the Unified Pension Scheme (UPS) for Central Government employees. Under this scheme, what is the quantum of the "Assured Pension" for employees completing a minimum qualifying service of 25 years?
(A) 50% of the last basic pay drawn in the final post before retirement
(B) 40% of the average basic pay drawn over the preceding 10 months of service
(C) 60% of the last basic pay drawn in the final post before retirement
(D) 50% of average basic pay drawn over the last 12 months

88. Under the newly introduced Unified Pension Scheme (UPS), what is the provision for "Assured Family Pension" in the event of the pensioner's demise?
(A) 30% of the employee's assured pension drawn prior to death
(B) 50% of the employee's assured pension drawn prior to death
(C) 60% of the employee's assured pension before demise
(D) 100% of the employee's pension for a fixed period of 10 years

89. What is the "Assured Minimum Pension" provided under the Unified Pension Scheme (UPS) upon superannuation after a minimum of 10 years of service?
(A) ₹9,000 per month
(B) ₹10,000 per month
(C) ₹12,500 per month
(D) ₹15,000 per month

90. A government school teacher who joined under NPS in 2010 is confused about the applicability of the new Unified Pension Scheme (UPS). As per the policy announcement, what is the correct administrative position?
(A) UPS is an entirely parallel scheme requiring resignation from NPS prior to joining UPS.
(B) Existing NPS subscribers can choose between NPS and UPS.
(C) They will be mandatorily migrated to the UPS framework without exercising any choice.
(D) UPS applies only to new recruits post-2024; existing employees must remain in NPS.

91. To fund the Assured Pension mechanism under the Unified Pension Scheme (UPS), the Government announced an increase in its contribution rate towards the employee's pension fund. What is the revised Government contribution rate under UPS?
(A) 10%
(B) 14%
(C) 18.5%
(D) 20%

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92. What is the primary administrative purpose of a "Pension Adalat" organized by government departments?
(A) To strictly audit and monitor pension fund investments managed by PFRDA
(B) To legally prosecute retired employees who have drawn excess pension benefits
(C) On-the-spot resolution of pension grievances of retirees
(D) To periodically revise pay scales and allowances of serving staff

93. Which nodal department under the Government of India primarily issues guidelines and coordinates the holding of nationwide Pension Adalats?
(A) Department of Expenditure (DoE)
(B) Department of Personnel and Training (DoPT)
(C) Ministry of Social Justice and Empowerment
(D) Department of Pension and Pensioners' Welfare (DoP&PW)

94. During a Pension Adalat, which of the following stakeholders is generally mandated to be present to ensure real-time resolution of grievances?
(A) Only the aggrieved retired employee and the concerned Head of School
(B) The District Magistrate, local MLA, and departmental head
(C) Grievance redressal officer, Bank representative, and PAO
(D) Authorized representatives from the Income Tax department only

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(C) 20 years
(D) 25 years

43. A person is appointed to a Group 'C' post at the age of 17. As per the service rules regarding qualifying service for pension, how is the service rendered before attaining the age of 18 treated?
(A) It does not count as qualifying service.
(B) It is fully counted as qualifying service.
(C) It is counted at 50% for qualifying service.
(D) It counts only for gratuity and not for pension.

44. Regarding the condonation of interruption in service for pensionary benefits, who is generally the competent authority to condone such interruptions?
(A) The Head of Office / DDO
(B) The Comptroller and Auditor General of India
(C) The Appointing Authority
(D) The Union Public Service Commission

45. Consider the following conditions concerning qualifying service for pension under CCS (Pension) Rules, 2021:
I. The service must be under the Government.
II. The employment must be substantive and permanent.
III. The service must be paid from the Consolidated Fund of India.
IV. Contractual service automatically counts as qualifying service without explicit orders.
Which of the above statement(s) is/are correct?
(A) I, II, and III
(B) I, II, and IV
(C) II, III, and IV
(D) I, III, and IV

46. As per recent amendments linked to the Dearness Allowance crossing 50%, what is the revised maximum ceiling on Retirement Gratuity and Death Gratuity with effect from 1st January 2024?
(A) ₹10 Lakhs
(B) ₹20 Lakhs
(C) ₹25 Lakhs
(D) ₹30 Lakhs

47. How is the amount of Retirement Gratuity calculated for a retiring government servant?
(A) 1/2 of a month's emoluments for each completed six-monthly period of qualifying service
(B) 1/4th of a month's emoluments for each completed six-monthly period of service
(C) 1 month's total emoluments for every completed year of continuous qualifying service
(D) 15 days of basic salary for every completed year of continuous qualifying service

48. For the purpose of calculating Gratuity (both Retirement and Death), which component is exclusively added to the basic pay that is normally NOT added for basic pension calculation?
(A) House Rent Allowance (HRA) drawn during final month
(B) Transport Allowance (TA) along with DA thereon
(C) Children Education Allowance (CEA) drawn per child
(D) Dearness Allowance (DA) admissible on retirement

49. Which type of gratuity is paid to a temporary Government servant who retires on superannuation or is discharged on account of retrenchment, having rendered not less than 10 years of continuous service?
(A) Terminal Gratuity
(B) Retirement Gratuity
(C) Service Gratuity
(D) Compassionate Gratuity

50. A Principal retires after completing exactly 30 years of qualifying service. At the time of retirement, her Basic Pay is ₹1,00,000 and Dearness Allowance is 50%. Assuming no maximum limit applies, what will be her calculated Retirement Gratuity?
(A) ₹16,50,000
(B) ₹22,50,000
(C) ₹30,00,000
(D) ₹45,00,000

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51. Under the CCS (Commutation of Pension) Rules, what is the maximum percentage of basic pension that a retiring Government servant is permitted to commute for a lump sum payment?
(A) 30%
(B) 33.33%
(C) 40%
(D) 50%

52. After what period from the date of commutation is the commuted portion of the pension automatically restored to the pensioner?

(C) 33 times
(D) Half of the total service months

69. In the context of Death-cum-Retirement Gratuity (DCRG), who holds the first right to receive the amount in the event of the employee's death?
(A) Legal heirs as officially determined by a competent civil court decree
(B) Valid nominee registered in official records
(C) Surviving spouse unconditionally regardless of existing nominations
(D) Eldest surviving son of the deceased government servant

70. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Death Gratuity is payable even if the deceased government servant had not completed 5 years of qualifying service.
Reason (R): Unlike Retirement Gratuity which requires a minimum 5 years of service, Death Gratuity is a welfare measure structured to support the family regardless of the length of service rendered.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

71. If a Government servant dies without leaving behind a valid nomination for DCRG, choose the option that reflects the primary beneficiaries under Category 1:
(A) Spouse, sons, unmarried/widowed daughters equally.
(B) Surviving spouse only, excluding all surviving children.
(C) Eldest surviving child only, regardless of marital status.
(D) Dependent parents only, to the exclusion of all children.

72. What is the minimum mandatory rate of monthly subscription to the General Provident Fund (GPF) by a subscriber governed by the GPF (CS) Rules, 1960?
(A) 6% of basic pay
(B) 8.33% of basic pay
(C) 10% of basic pay
(D) 12% of basic pay

73. As per recent Ministry of Finance guidelines to rationalise tax-free interest, what is the maximum limit on the total subscription a Government employee can make to their GPF account in a single financial year?
(A) ₹1,50,000
(B) ₹2,50,000
(C) ₹5,00,000
(D) ₹10,00,000

74. For which of the following purposes is an advance or part final withdrawal from the GPF generally NOT permissible under the rules?
(A) Meeting expenses for higher education of children
(B) Investment in speculative trading or stock market shares
(C) Obligatory expenses in connection with betrothal or marriage
(D) Construction or purchase of a residential house

75. Consider the following statements regarding GPF Advance and Part Final Withdrawal:
I. A GPF advance is recoverable in equated monthly instalments.
II. A part final withdrawal is non-refundable.
III. Part final withdrawal is permitted only after completing 15 years of service or within 10 years of retirement.
IV. No interest is charged on the GPF advance taken by the subscriber.
Which of the above statement(s) is/are correct?
(A) I, II, and III only
(B) II, III, and IV only
(C) I, II, III, and IV
(D) I, II, and IV only

76. Identify the correct statement regarding the stoppage of GPF subscriptions towards the end of a Government servant's career.
(A) Subscriptions must be stopped 6 months prior to the date of superannuation.
(B) Subscriptions must be stopped 3 months prior to the date of superannuation.
(C) Subscriptions continue until the very last month of service.
(D) Subscriptions are optionally stopped 1 year before superannuation.

77. Under the National Pension System (NPS), what is the maximum percentage of the accumulated pension wealth that a subscriber can withdraw as

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the father.
III. The income of the parents must not exceed the minimum family pension plus dearness relief to be considered dependent.
Which of the statements given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

61. What is the provision regarding family pension for a child suffering from a severe mental or physical disability that renders them unable to earn a livelihood?
(A) The pension is paid until the child attains 25 years of age.
(B) The pension is paid for a maximum of 15 years.
(C) The pension is paid for life, subject to periodic income and medical certificates.
(D) The pension is discontinued if the mother/father is alive, even if they surrender it.

62. What is the minimum qualifying service required for a Government servant to become eligible for Retirement Gratuity under the CCS (Pension) Rules, 2021?
(A) 2 years
(B) 5 years
(C) 10 years
(D) 20 years

63. Which of the following can legally be recovered from the Retirement Gratuity payable to a retiring Government servant without obtaining their explicit consent?
(A) Unpaid personal private bank loans contracted by the employee during service tenure
(B) Ascertained Government dues like pay overpayments or housing license fee arrears.
(C) Unpaid income tax or commercial tax dues standing in the name of the spouse
(D) Unpaid maintenance charges or dues owed to private cooperative housing societies

64. Identify the incorrect statement regarding the payment of Retirement Gratuity.
(A) It is calculated at the rate of 1/4th of a month's emoluments for each completed six-monthly period of service.
(B) It is capped at a maximum statutory limit.
(C) Dearness Allowance is included in the emoluments for its calculation.
(D) A government servant dismissed from service as a penalty is still entitled to full Retirement Gratuity.

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65. A school Principal is superannuating on 31st March. However, departmental disciplinary proceedings under CCS (CCA) Rules, 1965, are pending against him. What will be the immediate administrative action regarding his pensionary benefits?
(A) Provisional pension is paid, while gratuity is withheld until proceedings conclude.
(B) Both pension and gratuity will be released fully since superannuation retirement cannot be legally stopped.
(C) Full gratuity will be immediately paid out, but the monthly pension will be completely withheld.
(D) Half monthly pension and half retirement gratuity will be released provisionally during proceedings.

66. If the payment of Gratuity is delayed beyond its due date due to administrative lapses, the Government pays penal interest to the pensioner. What is the rate of interest typically applicable on such delayed payments?
(A) State Bank of India's benchmark Prime Lending Rate applicable for commercial loans
(B) A flat statutory penal interest rate of 12% per annum fixed by ministry rules
(C) Interest rate applicable to General Provident Fund
(D) Standard Post Office Savings Account interest rate applicable during the delay

67. Under the rules for Death-cum-Retirement Gratuity (DCRG), if a Government servant dies in harness within the first year of qualifying service, what is the quantum of Death Gratuity payable to the family?
(A) 1 month's emoluments
(B) 2 times of emoluments
(C) 6 times of emoluments
(D) 12 times of emoluments

68. What is the maximum number of times of 'emoluments' that Death Gratuity can amount to for a Government servant dying after 20 years or more of qualifying service?
(A) 12 times
(B) 16.5 times

ANSWERS

1. (C) 20th December 2021
The Central Civil Services (Pension) Rules, 2021 were officially notified by the Government of India on 20th December 2021. These newly structured statutory rules replaced the longstanding Central Civil Services (Pension) Rules, 1972, serving as the updated legal framework regulating retirement, invalidation, and family pensions for central civil service employees across various administrative cadres.

2. (C) Government servants appointed substantively to civil services and posts before 1st January 2004
The Central Civil Services (Pension) Rules explicitly govern government servants who were substantively appointed to civil services and posts prior to 1st January 2004. Personnel in casual employment, daily-rated staff, contingency-paid staff, contractual workers, and those entitled to Contributory Provident Fund benefits are excluded from the scope of these pension rules due to their non-substantive status.

3. (A) Future good conduct of the pensioner
Rule 8 of the Central Civil Services (Pension) Rules lays down that future good conduct remains an implicit and mandatory condition for the continued grant and payment of every pension. The competent pension-sanctioning authority reserves the legal right to withhold or withdraw a pension, whether fully or partially, if a pensioner is convicted of a serious crime.

4. (D) A pension granted to a Government servant who retires on attaining the age of compulsory retirement
Superannuation pension is formally sanctioned and granted to a government servant who retires from service upon attaining the prescribed age of compulsory superannuation. This retirement benefit is automatically processed for eligible staff who meet the age threshold specified in service regulations, distinguishing it from invalidation, voluntary retirement, compensation pension, or compassionate allowance arrangements.

5. (B) They apply to members of the All India Services irrespective of their date of joining.
The Central Civil Services (Pension) Rules do not govern members of the All India Services, as they are covered under dedicated rules specific to their cadre, such as the All India Services (Death-cum-Retirement Benefits) Rules. Furthermore, these Central Civil Services rules apply exclusively to civilian posts appointed prior to 1st January 2004.

6. (B) 10 years
Under the Old Pension Scheme governed by the pension rules, a government servant must complete a minimum qualifying service of ten years to become eligible for receiving a regular monthly pension upon retirement. Employees retiring with less than ten years of qualifying service are granted a lump sum service gratuity instead of a pension benefit.

7. (D) 50% of last basic pay or 50% of average emoluments of last 10 months, whichever is higher
Standard basic pension under the Old Pension Scheme is determined as fifty percent of the last basic pay drawn by the government servant, or fifty percent of the average emoluments calculated over the final ten months of qualifying service, whichever amount yields a higher beneficial payout to the retiring government employee upon superannuation.

8. (A) I and II only
Under the Old Pension Scheme, pension represents a defined benefit funded entirely by the government exchequer without requiring any monetary contribution from employees during their service tenure. To protect pensioners against inflation, Dearness Relief is granted twice annually. Employees do not contribute ten percent of basic pay towards any pension corpus under this framework.

9. (B) The employee's retirement corpus is subject to market-linked risks and fluctuations.
The Old Pension Scheme functions strictly as a non-contributory defined benefit mechanism where monthly pension amounts are

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a tax-free lump sum upon normal superannuation at age 60?
(A) 40%
(B) 50%
(C) 60%
(D) 100% (if the corpus exceeds 5 lakhs)

78. What is the permissible limit for partial withdrawal from the NPS Tier-I account for specified purposes (like child's marriage/ education or medical emergencies)?
(A) 25% of the total accumulated corpus
(B) 25% of the employee's own contribution only
(C) 50% of the employee's own contribution only
(D) 25% of the employer's contribution only

79. In case of a premature exit from the NPS (resignation before the age of 60), what percentage of the accumulated corpus MUST mandatory be utilised for purchasing an annuity?
(A) 40%
(B) 60%
(C) 80%
(D) 100%

80. A teacher joined Delhi Government service in 2010 under NPS. In 2016, he applies for a partial withdrawal from his NPS Tier-I account to fund his child's higher education. As the Head of School, how should you view his eligibility based on NPS withdrawal rules?
(A) He is not eligible because partial withdrawal is allowed only after 10 years of joining NPS.
(B) He is not eligible because higher education is not a permitted reason for partial withdrawal.
(C) He is eligible only if he converts his Tier-I account to a Tier-II account.
(D) He is eligible as partial withdrawal is allowed after 3 years in NPS.

81. Identify the incorrect statement concerning partial withdrawals from the NPS Tier-I account.
(A) Partial withdrawals are fully taxable under the current Income Tax Act.
(B) A subscriber is allowed to make partial withdrawals a maximum of three times during their entire tenure.
(C) There must be a minimum gap of 5 years between two partial withdrawals.
(D) Treatment for specified life-threatening illnesses is a valid ground for partial withdrawal.

82. Upon superannuation, a Government employee under NPS is mandated to purchase an annuity to ensure a monthly pension. What is the minimum percentage of the corpus that must be annuitised?
(A) 20%
(B) 40%
(C) 60%
(D) 80%

83. Under the revised PFRDA exit regulations for NPS, if the total accumulated pension wealth of a subscriber at the time of superannuation is less than a certain threshold, they can withdraw the entire amount as a lump sum without purchasing an annuity. What is this threshold limit?
(A) ₹2 Lakhs
(B) ₹5 Lakhs
(C) ₹10 Lakhs
(D) ₹15 Lakhs

84. In the event a retiring NPS subscriber fails to exercise an option for an Annuity Service Provider (ASP) or an annuity scheme, what is the default administrative action taken?
(A) The entire accumulated pension corpus is permanently forfeited to the Government.
(B) The entire accumulated corpus is mandatorily transferred to their GPF account.
(C) The amount is retained indefinitely in a zero-interest administrative suspense account.
(D) Default enrollment with LIC for the standard annuity scheme.

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85. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The NPS model necessitates the mandatory purchase of an annuity upon retirement.
Reason (R): Buying an annuity converts the accumulated lump sum corpus into a regular, guaranteed stream of monthly income, fulfilling the fundamental purpose of a pension.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

86. Which of the following is the most commonly chosen default annuity variant for Government

(A) 10 years
(B) 12 years
(C) 15 years
(D) 20 years

53. Which of the following statements is true regarding the medical examination requirement for commutation of pension?
(A) Medical examination is strictly mandatory for all categories of retirees irrespective of when they apply.
(B) Commutation without medical examination is allowed if applied within one year of superannuation.
(C) Commutation requires formal medical examination only if the requested commutation fraction exceeds 20%.
(D) Retiring on medical invalidation automatically exempts the employee from any further medical examination.

54. What is the fundamental financial principle behind allowing a pensioner to commute a portion of their pension?
(A) To permanently reduce the overall long-term pension budget liabilities of the government exchequer
(B) To systematically incentivize early voluntary retirement among senior government service employees
(C) To provide an immediate lump sum for expenses in exchange for a temporary pension reduction.
(D) To directly offset the recurring financial cost of Dearness Relief provided on monthly pensions

55. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The original full pension is restored to the pensioner after 15 years from the date of commutation.
Reason (R): The period of 15 years is actuarially calculated to ensure that the Government recovers the lump sum amount paid along with applicable interest.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

56. Under the CCS (Pension) Rules, 2021, what is the normal rate of Family Pension payable to the eligible family member?
(A) 25% of the last pay drawn
(B) 30% of the last pay drawn
(C) 40% of the last pay drawn
(D) 50% of the last pay drawn

57. Under what circumstances is the 'Enhanced Rate of Family Pension' (which is 50% of the last pay drawn) payable?
(A) Only when a retired pensioner passes away after attaining the advanced age of 80 years or more
(B) For up to 10 years in the event of death of a government servant while in service.
(C) For the entire lifetime of the surviving spouse whenever any government servant dies on duty
(D) When dependent children are actively pursuing higher technical or professional education

58. Identify the correct pairing of the family pension beneficiary and their eligibility criteria.
(A) Spouse - Eligible for a fixed period of 10 years only following employee's demise
(B) Unmarried daughter - Eligible until marriage or earning above the minimum threshold.
(C) Son - Eligible for lifetime family pension regardless of gainful employment status
(D) Divorced daughter - Eligible only if decree occurs post the demise of the pensioner

59. Which of the following family members is generally NOT eligible for family pension after the demise of the Government servant and their spouse?
(A) A son aged 27 years who is gainfully employed and physically fit
(B) A son aged 26 years who is physically disabled and unable to earn a livelihood
(C) An unmarried daughter aged 28 years with no independent income
(D) Dependent parents, provided there is no eligible spouse or child

60. Consider the following statements regarding the grant of Family Pension to dependent parents:
I. Dependent parents are eligible only if the deceased employee has left behind neither a widow/widower nor an eligible child.
II. Family pension to dependent parents is paid to the mother first, and upon her demise, to

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95. A retired Principal from the Directorate of Education notices that her Dearness Relief has not been updated in her monthly pension credit for the last six months despite multiple written representations to the disbursing bank. As an expert in administration, what is her most effective institutional remedy?
(A) File a Public Interest Litigation (PIL) in the Supreme Court
(B) Approach the next scheduled Pension Adalat for immediate intervention and resolution
(C) Request the current Principal to deduct the amount from the school's contingency fund
(D) Apply for an advance from the General Provident Fund

96. Under the CCS (Pension) Rules, 2021, when a Government servant submits a nomination for Death-cum-Retirement Gratuity, who acts as the custodian of this nomination form in the case of non-gazetted staff?
(A) The Pay and Accounts Officer (PAO)
(B) The Central Recordkeeping Agency (CRA)
(C) The localized bank manager
(D) The Head of Office (HoO) / DDO

97. Identify the exception regarding the rules of nomination for Gratuity/Pension arrears.
(A) A subscriber having a family can validly nominate a person outside the family.
(B) A subscriber can nominate more than one person and specify the share payable to each.
(C) A subscriber who has no family can nominate any person or a body corporate.
(D) If a subscriber acquires a family after making a nomination, the previous nomination becomes invalid.

98. Which of the following is a factual condition regarding the modification or cancellation of a nomination made by a Government servant?
(A) It can only be executed once during the entire official service tenure.
(B) It strictly requires prior written consent of the original nominee.
(C) Written notice to Head of Office with a fresh nomination form.
(D) It can only be modified during the first 5 years of regular service.

99. If a Government servant's nomination is found to be invalid or if the nominee predeceases the Government servant and no fresh nomination is made, what dictates the distribution of Gratuity?
(A) It is shared equally among family members per the pension rules order of preference.
(B) It automatically reverts to the Consolidated Fund of India without any family disbursement.
(C) It is strictly divided equally among all surviving blood relatives regardless of dependency.
(D) It is transferred entirely to the Head of Department for discretionary staff welfare use.

100. A PGT teacher joined the service in 2015 while unmarried and properly nominated his younger brother to receive 100% of his DCRG. In 2020, the teacher got married. In 2022, he died in a road accident without filing any new nomination forms. Who is legally entitled to receive the Death Gratuity?
(A) The younger brother, because his name is officially recorded on the uncancelled nomination form.
(B) The amount will be divided 50-50 between the brother and the spouse as equal beneficiaries.
(C) The gratuity will be withheld entirely pending issuance of a civil court succession certificate.
(D) The surviving spouse, as acquiring a family invalidates nominations favouring non-family.

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(B) If the suspension period is later regularized as duty, contribution arrears are recovered from salary arrears.
(C) The Government pays matching contributions concurrently during the suspension period.
(D) If the period of suspension is officially treated as non-duty, no contribution is payable for that duration.

35. A government school teacher applies for and proceeds on Extraordinary Leave (EOL) on private affairs without medical certificate for six months. As per financial rules, what happens to the NPS contributions during this period?
(A) Neither the employee nor the Government contributes during unpaid leave.
(B) The teacher must personally deposit the 10% employee contribution directly to the PAO every month.
(C) The Government continues to contribute its full 14% matching share to maintain active account status.
(D) The DDO mandatorily deducts the full contribution in advance prior to sanctioning the requested leave.

36. Under the Old Pension Scheme (OPS), how is the standard retirement pension calculated for an employee with full qualifying service?
(A) 30% of the last pay drawn calculated over the total qualifying service period
(B) 50% of the last pay drawn plus total Dearness Allowance admissible at the time of superannuation
(C) A flat fixed rate determined solely by the pay matrix level regardless of actual basic pay drawn
(D) 50% of last pay drawn or average emoluments of last 10 months, whichever is higher

37. As per the CCS (Pension) Rules, 2021, which of the following elements is included in the definition of "Emoluments" for the purpose of calculating pension?
(A) Dearness Allowance admissible on the date of superannuation
(B) Basic Pay and Non-Practicing Allowance
(C) House Rent Allowance drawn during the final month of service
(D) Transport Allowance admissible at the prevailing city rate

38. According to the recommendations of the 7th Central Pay Commission, what is the minimum pension guaranteed per month to a retiring Central Government employee under OPS?
(A) ₹3,500
(B) ₹7,500
(C) ₹9,000
(D) ₹12,500

39. Which of the following correctly describes "Average Emoluments" used for pension calculation under OPS?
(A) The average of the basic pay drawn during the last 6 months of service
(B) The average of the basic pay drawn during the last 12 months of service
(C) The average of the gross salary drawn during the last year of service
(D) The average of the basic pay drawn during the last 10 months of service

40. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Dearness Allowance (DA) is not included in the 'Emoluments' for calculating the basic pension amount at the time of retirement under OPS.
Reason (R): Pensioners are compensated for inflation through the grant of Dearness Relief (DR), which is calculated as a percentage of their basic pension.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

41. According to the CCS (Pension) Rules, 2021, which of the following periods does NOT count as "Qualifying Service" for pensionary benefits?
(A) Earned leave taken during service
(B) Period of unauthorized absence treated as 'dies non'
(C) Period of suspension which is followed by reinstatement and treated as duty
(D) Extraordinary leave (EOL) granted on medical certificate

42. Under the CCS (Pension) Rules, what is the minimum qualifying service required for a Government servant to be eligible for voluntary retirement (assuming no special schemes)?
(A) 10 years
(B) 15 years

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predetermined based on salary and qualifying service. The complete financial obligation rests upon government revenues. Unlike modern defined contribution pension plans, the retirement benefits under this scheme are entirely insulated from financial market volatility and market-linked investment risks.

10. (A) Both A and R are true and R is the correct explanation of A
The Old Pension Scheme is formally categorized as a defined benefit scheme because pension payments are statutorily guaranteed by the government exchequer. The payout is determined by a fixed formula based on qualifying service and last drawn pay, rather than being linked to accumulated individual employee financial contributions or volatile market fund investments.

11. (B) 1st January 2004
The National Pension System was made mandatory for all new recruits entering Central Government service, excluding the Armed Forces, with effect from 1st January 2004. This institutional shift transitioned government retirement funding from a non-contributory defined benefit regime to a market-linked defined contribution framework for all newly appointed civil servants.

12. (C) Pension Fund Regulatory and Development Authority (PFRDA)
The Pension Fund Regulatory and Development Authority is the statutory regulatory institution tasked with establishing, promoting, regulating, and administering the National Pension System across India. Established under federal legislation, it oversees pension funds, central recordkeeping entities, and intermediary agencies to safeguard subscriber investments and standardize pension architecture operations throughout the country.

13. (A) I, III, II, IV
The institutional flow of pension contributions under the National Pension System begins with the Drawing and Disbursing Officer who deducts funds from salary. The Pay and Accounts Officer verifies and remits these funds. The Central Recordkeeping Agency then coordinates account records, enabling allocation of money to designated Pension Fund Managers for investment.

14. (C) To reduce unsustainable long-term pension liability on the fiscal exchequer
The government transitioned from the Old Pension Scheme to the National Pension System primarily to address rising, non-contributory pension liabilities that imposed an unsustainable long-term burden on the fiscal exchequer. The defined contribution structure allows predictable fiscal budgeting by distributing pension accumulation obligations between government matching funds and subscriber investment management.

15. (B) I, III, and IV only
The National Pension System is mandatory for Central Government recruits joining on or after 1st January 2004, excluding armed forces personnel, and completely replaces the General Provident Fund. It is also accessible voluntarily to citizens aged eighteen to seventy. State governments adopted it independently, making mandatory applicability dates vary across states.

16. (D) NPS is a Defined Contribution scheme, whereas OPS is a Defined Benefit scheme.
The National Pension System operates as a defined contribution scheme where ultimate retirement benefits depend on accumulated mandatory employee and employer contributions alongside market investment yields. In contrast, the Old Pension Scheme operates as a defined benefit structure offering guaranteed, formula-based monthly payouts financed by public revenue without individual employee contributions.

17. (A) OPS is governed by the CCS (Pension) Rules, 2021, while NPS architecture is governed by the PFRDA Act, 2013.
The Old Pension Scheme derives its legal backing from statutory central rules such as the Central Civil Services (Pension) Rules, 2021. Conversely, the operational and regulatory architecture governing the National Pension System is anchored in statutory law enacted under the Pension Fund Regulatory and Development Authority Act of 2013.

18. (C) NPS mandates a deduction of 14% of basic pay as employee contribution.
Under the National Pension System, the mandatory employee contribution rate is set at ten percent of basic pay plus dearness allowance, rather than fourteen percent. The fourteen percent rate represents the matching contribution

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Pension Scheme was fixed at nine thousand rupees per month. No regular monthly pension payout can fall below this established baseline figure upon superannuation.

39. (D) The average of the basic pay drawn during the last 10 months of service
For calculating pensionary benefits under the Old Pension Scheme, average emoluments are determined by calculating the mean of the monthly basic pay drawn by a government servant during the final ten months of qualifying service prior to the exact date of superannuation or retirement from government service.

40. (A) Both A and R are true and R is the correct explanation of A
Dearness Allowance is excluded from basic emoluments when calculating initial monthly pension under the Old Pension Scheme. Instead, post-retirement inflation protection is provided separately through Dearness Relief, which is periodically calculated and granted as a percentage of the basic pension to maintain purchasing power against rising price indices.

41. (B) Period of unauthorized absence treated as 'dies non'
Under CCS (Pension) Rules, periods of unauthorized absence formally ordered and treated as dies non do not count as qualifying service for pension computation. In contrast, approved earned leave, sanctioned extraordinary leave on medical grounds, and regularized suspension periods following reinstatement count towards total qualifying service for pension benefits.

42. (C) 20 years
Under Central Civil Services pension rules, a government servant must complete a minimum of twenty years of qualifying service to be eligible for voluntary retirement from service. Upon giving three months' advance written notice to the appointing authority, the employee can retire with entitlement to full proportional pensionary retirement benefits.

43. (A) It does not count as qualifying service.
Service rendered by a government servant prior to attaining the age of eighteen years does not count as qualifying service for pensionary benefits under civil service rules. Qualifying service begins counting only from the date the employee reaches eighteen years of age, regardless of their original entry date into government service.

44. (C) The Appointing Authority
The Appointing Authority holds the statutory power to condone interruptions in continuous service for determining qualifying service for pension benefits under Central Civil Services rules. Condonation treatable under specific rules prevents forfeiture of past service, subject to conditions regarding reasons for interruption and overall administrative approval guidelines.

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45. (A) I, II, and III
Qualifying service for pension requires employment under the Government in a substantive and permanent capacity, with salary disbursed from the Consolidated Fund of India. Contractual engagement does not automatically count towards qualifying service unless backed by explicit official orders and formal administrative regularization under applicable statutory pension rules.

46. (C) ₹25 Lakhs
Following government orders linked to Dearness Allowance crossing the fifty percent threshold, the maximum ceiling limit for both Retirement Gratuity and Death Gratuity was enhanced from twenty lakh rupees to twenty-five lakh rupees with effect from 1st January 2024, providing increased financial protection for retiring staff and families.

47. (B) 1/4th of a month's emoluments for each completed six-monthly period of service
Retirement Gratuity is calculated at the rate of one-fourth of a month's emoluments for each completed six-monthly period of qualifying service rendered by a government servant. The total amount payable is subject to a statutory maximum cap of sixteen and a half times the monthly emoluments drawn at retirement.

48. (D) Dearness Allowance (DA) admissible on retirement
For computing Retirement Gratuity and Death Gratuity, Dearness Allowance admissible on the date of retirement or death is explicitly included in monthly emoluments alongside basic pay. This inclusion contrasts with basic pension calculations, where Dearness Allowance is omitted from basic emoluments and added separately post-retirement as Dearness Relief.

in amounts of not less than two hundred fifty rupees per transaction, without any mandatory maximum upper limit on annual account deposits.

29. (D) Tier-II allows unrestricted withdrawals, whereas Tier-I has restricted withdrawals for retirement.
The key operational distinction between NPS accounts lies in withdrawal permissions. Tier-I is a restricted retirement pension account where funds are locked in until superannuation to build annuity corpus. Tier-II is a voluntary, flexible investment account that permits subscribers to deposit and withdraw funds freely without structural restrictions or penal consequences.

30. (A) I and II only
The NPS Tier-II account is entirely optional and receives no matching financial contributions from the employer or government. While it provides flexible liquidity for voluntary deposits, withdrawals from Tier-II accounts do not automatically enjoy tax-exempt status under all circumstances and are taxed according to applicable income tax slab rates.

31. (B) 14%
Effective from 1st April 2019, the Central Government increased its monthly matching contribution to the NPS Tier-I account of central government civil employees from ten percent to fourteen percent of basic pay plus dearness allowance. The mandatory employee contribution rate remained unchanged at ten percent of basic pay plus dearness allowance.

32. (D) 10% of Basic Pay + Dearness Allowance (DA)
Under the National Pension System rules for Central Government employees, every covered servant must mandatorily contribute ten percent of their monthly basic pay plus dearness allowance towards Tier-I. This statutory amount is deducted at source from salary bills by the Drawing and Disbursing Officer and deposited into subscriber accounts.

33. (B) ₹14,700
The government matching contribution to NPS Tier-I is fourteen percent of basic pay plus dearness allowance. With a basic pay of seventy thousand rupees and dearness allowance at fifty percent, amounting to thirty-five thousand rupees, the total calculation base is one hundred five thousand rupees. Fourteen percent of this sum equals fourteen thousand seven hundred rupees.

34. (C) The Government pays matching contributions concurrently during the suspension period.
During suspension, a government employee receives subsistence allowance, from which no monthly NPS contribution is deducted, and the government does not pay matching contributions concurrently. If the period of suspension is later regularized as duty, contribution arrears are recovered from pay adjustments, after which the government remits its corresponding matching share.

35. (A) Neither the employee nor the Government contributes during unpaid leave.
When a government employee proceeds on Extraordinary Leave without pay on private affairs, no salary or leave salary is disbursed. Consequently, no employee pension deduction is made at source, and the government does not remit any matching contribution for that unpaid period, causing pension account contributions to pause until duty resumes.

36. (D) 50% of last pay drawn or average emoluments of last 10 months, whichever is higher
Under the Old Pension Scheme governed by Central Civil Services pension rules, standard retirement pension for full qualifying service equals fifty percent of the last basic pay drawn or fifty percent of average emoluments earned over the preceding ten months, whichever amount provides the maximum financial benefit to the retiring official.

37. (B) Basic Pay and Non-Practicing Allowance
Under the CCS (Pension) Rules, 2021, the term emoluments for pension computation strictly comprises the basic pay drawn in the prescribed pay level and Non-Practicing Allowance granted to medical officers. Allowances such as Dearness Allowance, House Rent Allowance, and Transport Allowance are excluded from basic pension calculation emoluments.

38. (C) ₹9,000
Following the acceptance of the 7th Central Pay Commission recommendations, the statutory minimum monthly pension payable to a retiring Central Government employee under the Old

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99. (A) It is shared equally among family members per the pension rules order of preference.
When a nomination is invalid or the nominee predeceases the employee without a fresh nomination being filed, Death-cum-Retirement Gratuity is disbursed equally among surviving eligible Category 1 family members. The statutory order of preference outlined in pension regulations determines equal distribution among recognized family beneficiaries under civil service rules.

100. (D) The surviving spouse, as acquiring a family invalidates nominations favouring non-family.
Under Central Civil Services pension rules, a nomination made while unmarried in favor of a non-family member becomes automatically invalid when the employee subsequently acquires a family through marriage. Therefore, upon the employee's death, Death Gratuity is legally payable to the surviving spouse as the legitimate Category 1 beneficiary.

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49. (A) Terminal Gratuity
Terminal Gratuity is granted to temporary government servants who retire upon reaching the age of superannuation or are discharged due to retrenchment after completing not less than ten years of continuous service. It provides monetary compensation tailored to temporary personnel who do not hold substantive permanent government posts.

50. (B) ₹22,50,000
Retirement Gratuity emoluments comprise basic pay plus Dearness Allowance, totaling one lakh fifty thousand rupees. Completing thirty years of service yields sixty six-monthly qualifying periods. Multiplying one-fourth of monthly emoluments, thirty-seven thousand five hundred rupees, by sixty completed six-monthly periods results in a calculated Retirement Gratuity of twenty-two lakh fifty thousand rupees.

51. (C) 40%
Under Central Civil Services (Commutation of Pension) Rules, a retiring government employee can commute up to a maximum of forty percent of their monthly basic pension for an immediate lump sum cash payment. Commutation reduces the regular monthly pension payout until the commuted portion is fully restored post-recovery.

52. (C) 15 years
The commuted portion of pension is automatically restored to the pensioner after fifteen years from the date of commutation payment. This duration allows the government to recover the advanced lump sum along with actuarially calculated interest, after which the pensioner resumes receiving their full unreduced monthly basic pension.

53. (B) Commutation without medical examination is allowed if applied within one year of superannuation.
Government servants who apply for pension commutation within one year of superannuation are exempted from undergoing a medical examination. If the application is submitted after one year from retirement, or if retirement occurs on medical invalidation, a formal examination by a designated medical board is mandatory before approving commutation.

54. (C) To provide an immediate lump sum for expenses in exchange for a temporary pension reduction.
Pension commutation allows retirees to receive an immediate lump sum payment to meet substantial post-retirement financial obligations such as housing, debt settlement, or family commitments. In exchange, the retiree accepts a temporary reduction in monthly basic pension payments until the advanced capital and applicable interest are recovered over time.

55. (A) Both A and R are true and R is the correct explanation of A
The full monthly pension is restored after fifteen years from the commutation date because that timeframe is actuarially determined to allow full recovery of the advanced lump sum together with interest. Once this period expires, financial recovery concludes, legally entitling the pensioner to resume drawing full basic monthly pension.

56. (B) 30% of the last pay drawn
Under Central Civil Services pension rules, the normal rate of Family Pension payable to eligible family members following the death of a government employee or pensioner is thirty percent of the last pay drawn, subject to prescribed statutory minimum and maximum limits established by government pay commissions.

57. (B) For up to 10 years in the event of death of a government servant while in service.
Enhanced Family Pension, equal to fifty percent of last pay drawn, is granted for up to ten years when a government employee dies while in active service. This enhanced rate supports the surviving family during immediate financial adjustments before automatically converting to the standard thirty percent family pension rate.

58. (B) Unmarried daughter - Eligible until marriage or earning above the minimum threshold.
Unmarried daughters are eligible for family pension until they marry, remarry, or start earning independent income exceeding the statutory minimum threshold. Spouses receive family pension for life or until remarriage, while eligible sons receive pension until attaining twenty-five years of age or securing gainful employment, whichever occurs earlier.

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79. (C) 80%
In the event of a premature exit from the National Pension System, such as voluntary resignation prior to superannuation or age sixty, at least eighty percent of the accumulated pension corpus must mandatorily be used to purchase an annuity, leaving a maximum of twenty percent withdrawable as a lump sum.

80. (D) He is eligible as partial withdrawal is allowed after 3 years in NPS.
Under National Pension System regulations, subscribers who have maintained an active account for at least three years are eligible to apply for partial withdrawal. Children's higher education is a recognized valid ground, allowing the subscriber to withdraw up to twenty-five percent of their personal accumulated contributions from the pension fund.

81. (A) Partial withdrawals are fully taxable under the current Income Tax Act.
Partial withdrawals from NPS Tier-I accounts for approved purposes are completely tax-exempt under the Income Tax Act, making the claim that they are fully taxable incorrect. Rules restrict partial withdrawals to a maximum of three times during service, requiring a five-year gap between requests except for severe medical emergencies.

82. (B) 40%
Upon normal superannuation, an NPS subscriber must allocate at least forty percent of their total accumulated pension corpus to purchase an annuity from an authorized Annuity Service Provider. This mandatory annuitization ensures a regular, guaranteed stream of monthly pension income throughout the retiree's post-retirement lifetime.

83. (B) ₹5 Lakhs
Under revised PFRDA exit regulations, if a subscriber's total accumulated pension wealth at superannuation does not exceed five lakh rupees, they are permitted to withdraw the entire corpus as a single lump sum without purchasing an annuity, thereby bypassing impractical micro-annuity monthly payouts for small pension amounts.

84. (D) Default enrollment with LIC for the standard annuity scheme.
If a retiring NPS subscriber fails to select an Annuity Service Provider or scheme upon superannuation, administrative regulations execute a default option. The default arrangement enrolls the subscriber with Life Insurance Corporation of India for a standard annuity offering life cover with return of purchase price to the spouse.

85. (A) Both A and R are true and R is the correct explanation of A
The National Pension System mandates annuity purchase upon retirement because annuitization converts an accumulated capital lump sum into a stable, predictable stream of monthly pension income. This mandatory conversion satisfies the fundamental social security objective of providing continuous financial support to employees throughout their post-retirement life.

86. (C) Annuity for life with ROP and 100% pension to spouse on subscriber's death
The default annuity variant for government sector NPS subscribers provides a monthly annuity for life with Return of Purchase Price and one hundred percent pension continuation to the spouse upon subscriber demise. This comprehensive structure effectively replicates the family pension security traditionally provided to dependents under the Old Pension Scheme.

87. (D) 50% of average basic pay drawn over the last 12 months
Under the Unified Pension Scheme, employees completing at least twenty-five years of qualifying service are granted an Assured Pension equal to fifty percent of their average basic pay drawn over the final twelve months of service prior to retirement, offering defined pension certainty combined with a structured contribution model.

88. (C) 60% of the employee's assured pension before demise
Under the Unified Pension Scheme framework, if a pensioner passes away, the Assured Family Pension payable to the eligible surviving spouse is calculated at sixty percent of the assured pension amount drawn by the employee immediately prior to their demise, providing financial security for surviving family members.

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69. (B) Valid nominee registered in official records
In the event of a government servant's death, the right to receive Death-cum-Retirement Gratuity belongs primarily to the valid nominee designated in official service records. If a valid nomination exists, gratuity funds are disbursed to the nominated beneficiary in accordance with the exact shares recorded in official forms.

70. (A) Both A and R are true and R is the correct explanation of A
Death Gratuity is payable even if the deceased employee rendered less than five years of qualifying service. Unlike Retirement Gratuity which strictly mandates five years of service, Death Gratuity functions as a social security measure structured to provide immediate financial relief to families upon an employee's untimely demise.

71. (A) Spouse, sons, unmarried/widowed daughters equally.
When a government servant dies without leaving a valid nomination for Death-cum-Retirement Gratuity, the amount is distributed equally among Category 1 family members. This primary category includes the surviving spouse, legitimate sons, and unmarried or widowed daughters, ensuring direct equitable distribution among immediate legal dependents under service rules.

72. (A) 6% of basic pay
Under the General Provident Fund (Central Services) Rules, 1960, the minimum mandatory monthly subscription rate for every subscriber is six percent of their basic pay. Subscribers retain the option to contribute a higher percentage voluntarily, subject to prescribed maximum annual contribution limits set by administrative regulations.

73. (C) ₹5,00,000
The Ministry of Finance established a maximum threshold limit of five lakh rupees on total annual GPF contributions per subscriber in a single financial year. Contributions exceeding five lakh rupees in a financial year lose tax-exempt status, making interest earned on excess deposits subject to applicable income tax rules.

74. (B) Investment in speculative trading or stock market shares
General Provident Fund advances and withdrawals are permitted for specified necessary purposes such as higher education, medical treatment, marriage obligations, or residential house construction. Applying GPF funds for speculative financial trading, stock market share investments, or gambling is strictly prohibited under General Provident Fund regulatory rules and service guidelines.

75. (C) I, II, III, and IV
GPF advances are recoverable in monthly installments, while part final withdrawals are non-refundable. Part final withdrawals are allowed after fifteen years of service or within ten years of retirement. Furthermore, no interest is charged on GPF advances, as subscribers temporarily draw money from their own accumulated interest-bearing savings balance.

76. (B) Subscriptions must be stopped 3 months prior to the date of superannuation.
Under GPF rules, mandatory monthly subscriptions to the General Provident Fund must be stopped three months prior to the date of superannuation. This mandatory stoppage allows administrative authorities and accounts officers to finalize fund calculations, audit balances, and ensure smooth, timely final payment upon the employee's retirement.

77. (C) 60%
Upon reaching normal superannuation at age sixty under the National Pension System, a subscriber can withdraw up to sixty percent of their accumulated pension wealth as a tax-free lump sum. The remaining forty percent must be used to purchase an annuity providing regular monthly post-retirement pension payments.

78. (B) 25% of the employee's own contribution only
Partial withdrawals from an NPS Tier-I account for specified reasons, such as children's higher education, marriage, or critical medical treatment, are capped at a maximum of twenty-five percent of the subscriber's own accumulated contributions, excluding matching employer contributions and accumulated investment returns earned by the fund over time.

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59. (A) A son aged 27 years who is gainfully employed and physically fit
A physically fit son who has attained twenty-seven years of age and is gainfully employed is not eligible for family pension. Family pension eligibility for healthy sons ceases upon reaching twenty-five years or gaining independent employment, whereas unmarried daughters, dependent parents, and disabled children retain specific continuous eligibility rights.

60. (D) I, II, and III
Dependent parents become eligible for family pension only when no surviving spouse or eligible child exists. Payment is made to the mother first and subsequently to the father upon her demise. Parents are deemed dependent if their monthly income does not exceed the minimum family pension plus applicable Dearness Relief.

61. (C) The pension is paid for life, subject to periodic income and medical certificates.
A child suffering from a physical or mental disability rendering them incapable of earning a livelihood is eligible to receive family pension for life. Continuation of this benefit requires periodic submission of requisite medical certificates and proof that their independent income remains below the legally permissible statutory limit.

62. (B) 5 years
To become eligible for Retirement Gratuity under Central Civil Services pension rules, a government servant must complete a minimum of five years of qualifying service. Employees retiring with less than five years of qualifying service are not granted retirement gratuity, though death gratuity remains applicable if death occurs earlier.

63. (B) Ascertained Government dues like pay overpayments or housing license fee arrears.
Statutory rules empower the government to deduct ascertained outstanding government dues, such as salary overpayments, unrecovered advances, or government housing license fee arrears, directly from a retiring employee's Retirement Gratuity without requiring explicit personal consent. Private loans, spouse liabilities, or private housing society dues cannot be legally recovered.

64. (D) A government servant dismissed from service as a penalty is still entitled to full Retirement Gratuity.
A government servant who is dismissed or removed from service as a disciplinary penalty forfeits all claims to pension and Retirement Gratuity. Gratuity is calculated at one-fourth of monthly emoluments per completed six-month service period, includes Dearness Allowance, and remains capped under statutory maximum financial limits.

65. (A) Provisional pension is paid, while gratuity is withheld until proceedings conclude.
When departmental disciplinary proceedings remain pending against a retiring employee on their superannuation date, provisional pension is authorized during the interim period. However, the release of Retirement Gratuity is completely withheld until the disciplinary proceedings conclude and final administrative orders are issued by the competent authority.

66. (C) Interest rate applicable to General Provident Fund
When gratuity payment is delayed beyond administrative deadlines due to government lapses rather than employee fault, penal interest is paid to the retiree. The rate of interest applicable on delayed gratuity payments is aligned with the prevailing interest rate fixed for General Provident Fund balances during that period.

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67. (B) 2 times of emoluments
If a government servant dies in harness during the first year of qualifying service, Death Gratuity is payable to eligible family members at two times their monthly emoluments. Death gratuity scales upward progressively based on completed service length, providing vital financial support regardless of short initial service duration.

68. (C) 33 times
For a government servant who dies in harness after completing twenty years or more of qualifying service, Death Gratuity is paid at one-half of monthly emoluments for each completed six-month service period, capped at a maximum limit of thirty-three times the monthly emoluments drawn prior to death.

89. (B) ₹10,000 per month
The Unified Pension Scheme establishes an Assured Minimum Pension of ten thousand rupees per month upon superannuation for employees who render a minimum qualifying service of ten years. This statutory minimum guarantee ensures baseline financial support for short-service retirees who do not reach the full twenty-five-year qualification benchmark.

90. (B) Existing NPS subscribers can choose between NPS and UPS.
Existing Central Government employees covered under the National Pension System are granted a clear administrative option to switch to the Unified Pension Scheme or remain within NPS. The choice exercised by subscribers is binding, giving employees individual flexibility between market-linked defined contributions and defined assured pension frameworks upon retirement.

91. (C) 18.5%
To support the guaranteed funding required for the Assured Pension mechanism under the Unified Pension Scheme, the Central Government enhanced its matching contribution rate to eighteen point five percent of basic pay plus dearness allowance, while employee contributions remain maintained at ten percent of basic pay plus dearness allowance.

92. (C) On-the-spot resolution of pension grievances of retirees
A Pension Adalat is an institutional grievance redressal forum organized by government departments to achieve on-the-spot resolution of long-pending pension issues faced by retirees. By bringing all operational stakeholders together, it resolves administrative delays, payment discrepancies, and documentation bottlenecks efficiently without requiring formal litigation or court proceedings.

93. (D) Department of Pension and Pensioners' Welfare (DoP&PW)
The Department of Pension and Pensioners' Welfare, operating under the Ministry of Personnel, Public Grievances and Pensions, is the nodal central department responsible for formulating civil pension policies, issuing administrative guidelines, and coordinating the conduct of nationwide Pension Adalats to resolve pensioner grievances efficiently across departments.

94. (C) Grievance redressal officer, Bank representative, and PAO
To enable effective on-the-spot resolution of pension disputes during a Pension Adalat, key functional stakeholders must be present. These mandatory representatives include the departmental grievance redressal officer, representatives from pension disbursing banks, and officials from the Pay and Accounts Office who can verify records and authorize payments immediately.

95. (B) Approach the next scheduled Pension Adalat for immediate intervention and resolution
Attending a scheduled Pension Adalat provides an effective institutional remedy for resolving unaddressed pension discrepancies like missing Dearness Relief updates. Pension Adalats convene decision-makers from the departmental office, Pay and Accounts Office, and disbursing bank together, enabling immediate verification, authorization, and on-the-spot settlement of long-standing grievance files.

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96. (D) The Head of Office (HoO) / DDO
Under Central Civil Services pension rules, the official nomination form for Death-cum-Retirement Gratuity submitted by a non-gazetted government servant is kept in the safe custody of the Head of Office or Drawing and Disbursing Officer, recorded in service books, and preserved to ensure immediate availability when processing retirement benefits.

97. (A) A subscriber having a family can validly nominate a person outside the family.
Under pension rules, a subscriber who has a family is statutorily restricted from nominating any person outside their family for gratuity or pension arrears. Any nomination made in favor of a non-family member while a family exists is legally invalid and unenforceable upon the government servant's death.

98. (C) Written notice to Head of Office with a fresh nomination form.
A government servant can modify or cancel an existing nomination at any time during service by submitting a written notice accompanied by a fresh, valid nomination form to the Head of Office. This administrative process requires no consent from prior nominees and can be executed multiple times whenever circumstances require.

provided by the Central Government as employer, while investment risks are borne entirely by subscribers under market management.

19. (A) Portability across jobs - NPS
A defining feature of the National Pension System is seamless account portability across jobs, sectors, and locations through a unique Permanent Retirement Account Number. Conversely, General Provident Fund access and Dearness Relief adjustments belong exclusively to the Old Pension Scheme, whereas mandatory annuity purchases apply to defined contribution systems.

20. (D) Reject the representation, as post-2004 recruits are mandatorily covered under NPS unless covered by specific judicial exceptions.
Employees entering government service after 1st January 2004 fall mandatorily under the purview of the National Pension System framework. Administrative authorities cannot arbitrarily allocate Old Pension Scheme benefits or open General Provident Fund accounts for such personnel unless explicitly covered by formal government notifications or binding administrative orders following specific judicial decisions.

21. (B) 12 digits
Upon registration under the National Pension System, every subscriber is allotted a unique twelve-digit numeric identifier known as the Permanent Retirement Account Number. Managed centrally by the Central Recordkeeping Agency, this permanent number remains unchanged throughout the subscriber's entire professional career across different positions, departments, and geographical locations.

22. (B) ₹50,000
Section 80CCD(1B) of the Income Tax Act provides an exclusive tax deduction of up to fifty thousand rupees for voluntary or mandatory investments made into an NPS Tier-I account. This deduction is available over and above the overall ceiling of one lakh fifty thousand rupees permitted under Section 80C.

23. (D) Subscribers can withdraw their total corpus freely at any time.
The Tier-I account functions as the mandatory primary pension account designed specifically to build long-term retirement savings. Because it forms the main pension core eligible for tax benefits, funds are locked in until retirement, and subscribers cannot freely withdraw their total accumulated corpus at any arbitrary time prior to superannuation.

24. (C) Attainment of 60 years of age or superannuation
Under regular administrative parameters, an employee's NPS Tier-I pension account remains locked in until they attain sixty years of age or reach formal superannuation retirement. Funds accumulated in this primary retirement account cannot be completely liquidated earlier, as they are designated to secure long-term monthly post-retirement annuities for subscribers.

25. (A) Both A and R are true and R is the correct explanation of A
Registration in an NPS Tier-I account is mandatory for Central Government employees entering service on or after 1st January 2004. Tier-I is structured as a restricted, non-withdrawable pension repository designed specifically to accumulate long-term retirement capital, thereby systematically serving as the direct replacement for the Old Pension Scheme.

26. (B) It is a voluntary savings account open only to active Tier-I account holders.
The NPS Tier-II account is an optional, voluntary investment facility accessible only to individuals who maintain an active primary Tier-I account. Unlike Tier-I, Tier-II operates with complete liquidity, allowing unrestricted deposits and withdrawals at any time without requiring mandatory annuitization or imposing long-term service withdrawal conditions upon subscribers.

27. (C) 5 years
Central Government employees who opt to claim tax deduction benefits under Section 80C for their contributions deposited into an NPS Tier-II account are subject to a lock-in period of three years under revised rules, though statutory tax guidelines mandate a five-year lock-in requirement for specified tax-saving instruments.

28. (C) ₹1000
To activate an NPS Tier-II voluntary account, a subscriber must make a minimum initial deposit of one thousand rupees. Subsequent voluntary contributions into this account can be made

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CHAPTER 18
Human Rights

1. Which of the following best describes the principle of 'inalienability' in the context of human rights?
(A) Human rights are granted by state authorities and can be revoked during emergency conditions.
(B) Human rights are inherent to all individuals and cannot be given up or taken away.
(C) Human rights are universally applicable only to citizens living in democratic states.
(D) Human rights are interdependent and require mandatory statutory provisions for enforcement.

2. Karel Vasak's categorization of human rights into three 'generations' aligns the second generation of rights primarily with which of the following?
(A) Economic, social, and cultural rights concerning equality
(B) Civil and political rights concerning individual liberty
(C) Collective and solidarity rights concerning social fraternity
(D) Technological and digital rights concerning data privacy

3. Which characteristic of human rights asserts that the deprivation of one right adversely affects the realization of other rights?
(A) Universality of all human rights
(B) Inalienability of personal rights
(C) Indivisibility and Interdependence
(D) Non-discrimination and equal treatment

4. Identify the incorrect statement regarding the foundational concepts of human rights.
(A) Human rights are inherent and not granted by any temporal authority.
(B) Civil and political rights are often referred to as 'negative rights' as they require the state to refrain from interference.
(C) Economic and social rights are often termed 'positive rights' as they require proactive state intervention.
(D) Cultural relativism argues that human rights must be universally applied without regard to local traditions.

5. The transition from natural rights theory to contemporary human rights frameworks is most clearly marked by the shift from:
(A) Legal positivism to traditional frameworks of divine law
(B) Universal moral standards to strict cultural relativism
(C) Moral philosophy to international legal instruments
(D) Absolute state sovereignty to unrestricted global citizenship

6. Under the international human rights framework, 'derogable rights' refer to:
(A) Rights that are absolute and can never be suspended by any state under any circumstances
(B) Rights that may be temporarily suspended during a declared public emergency
(C) Rights that apply exclusively to specific marginalized or vulnerable community groups
(D) Rights that are enforceable solely within domestic judicial and human rights courts

7. The Universal Declaration of Human Rights (UDHR) was adopted by the United Nations General Assembly on which of the following dates?
(A) 10 December 1945
(B) 10 December 1948
(C) 24 October 1945
(D) 26 June 1948

8. A school Principal organizes a special assembly to commemorate Human Rights Day and decides to focus on the historical drafting of the UDHR. Which historical context should the Principal accurately highlight as the primary catalyst for the creation of the UDHR?
(A) The atrocities of World War II and the Holocaust
(B) The collapse of the League of Nations and the onset of the Cold War

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(A) Drafting the school code of conduct collaboratively with students, teachers, and parents.
(B) Implementing a strict zero-tolerance policy that mandates immediate expulsion for any rule infraction.
(C) Restricting administrative decision-making exclusively to the senior management team for efficiency.
(D) Deliberately ignoring minor instances of peer bullying to foster personal resilience among students.

73. A 'Whole-School Approach' to Human Rights Education means that:
(A) Human rights are taught strictly as a separate, mandatory textbook subject in every single grade level.
(B) The entire school administration is subjected to compulsory annual legal and human rights audits by NHRC.
(C) Human rights principles are integrated into curriculum, pedagogy, governance, and culture.
(D) Only senior secondary students are provided comprehensive formal lectures on international human rights law.

74. Which of the following pedagogical strategies is least effective for transacting Human Rights Education in a classroom?
(A) Rote memorization of UDHR articles for written examinations
(B) Experiential learning and role-playing
(C) Critical pedagogy involving debates on contemporary social issues
(D) Project-based learning on local community rights

75. The United Nations defined "Human Rights Education" as comprising education about, through, and for human rights. Education through human rights specifically implies:
(A) Providing comprehensive factual knowledge and historical context about international human rights treaties.
(B) Empowering individual learners to take proactive social action to defend the fundamental rights of others.
(C) Utilizing official human rights documents primarily as reading texts for language translation exercises.
(D) Ensuring the learning environment and pedagogy respect the dignity of learners and educators.

76. In integrating Human Rights Education, the 'hidden curriculum' of a school refers to:
(A) Specific syllabus topics that are deliberately omitted by classroom teachers due to a shortage of instructional time.
(B) Implicit values, norms, and behaviors transmitted through the school's environment and rules.
(C) A secret set of policy guidelines issued confidentially to the Principal by the higher education department.
(D) Non-academic extra-curricular subjects such as physical education, visual arts, and performing arts curriculum.

77. Which document of the United Nations declared the period from 1995 to 2004 as the UN Decade for Human Rights Education?
(A) The United Nations Millennium Development Goals
(B) The Paris Climate Agreement Framework
(C) The Vienna Declaration
(D) The Beijing Platform for Action on Gender

78. A female teacher employed in a government school applies for maternity leave of 26 weeks. The Principal denies the full duration, offering only 12 weeks, citing a shortage of staff. Under the human rights framework and Indian service rules, this denial is:
(A) Legitimate, as institutional administrative exigencies supersede individual employee rights.
(B) Permissible provided the decision is formally approved by the School Management Committee.
(C) Allowed under administrative law, as maternity leave is a privilege rather than a statutory right.
(D) A violation of rights protected under the Maternity Benefit Act.

79. The right of women employees to a safe working environment, free from sexual harassment, was recognized as a fundamental right under Articles 14, 15, and 21 of the Constitution by the Supreme Court in the landmark case of:
(A) Vishaka v. State of Rajasthan
(B) Kesavananda Bharati v. State of Kerala
(C) Maneka Gandhi v. Union of India
(D) Shayara Bano v. Union of India

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(B) Article 4 — Prohibition of slavery and slave trade
(C) Article 5 — Right to education and cultural participation
(D) Article 9 — Prohibition of arbitrary arrest, detention or exile

18. A Principal is approached by a student's family who are recognized refugees seeking admission for their child without standard transfer documentation. The Principal invokes human rights principles to grant admission. Which UDHR Articles most directly support this administrative decision?
(A) Article 14 (Right to asylum) and Article 26 (Right to education)
(B) Article 13 (Freedom of movement) and Article 17 (Right to property)
(C) Article 21 (Right to democracy) and Article 23 (Right to work)
(D) Article 2 (Non-discrimination) and Article 27 (Copyright protection)

19. Under the Protection of Human Rights (Amendment) Act, 2019, who is eligible to be appointed as the Chairperson of the National Human Rights Commission (NHRC)?
(A) Only a person who has served as the Chief Justice of India
(B) Only a person who has served as a Chief Justice of any High Court
(C) A Chief Justice of India or a Judge of the Supreme Court
(D) An eminent jurist specifically nominated by the President of India

20. Consider the following statements regarding the composition of the National Human Rights Commission (NHRC) after the 2019 amendment:
I. The number of members having knowledge of human rights to be appointed is three, of which at least one shall be a woman.
II. The Chairperson of the National Commission for Backward Classes is an ex-officio member.
III. The Chairperson of the National Commission for Protection of Child Rights is an ex-officio member.
IV. The Chief Commissioner for Persons with Disabilities is not an ex-officio member.
Which of the statements given above are correct?
(A) I, II and III only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II, III and IV

21. Which of the following is NOT a member of the Committee that recommends the appointment of the Chairperson and members of the NHRC to the President of India?
(A) Prime Minister
(B) Speaker of the House of the People
(C) Chief Justice of India
(D) Leader of the Opposition in the Council of States

22. As per the Protection of Human Rights (Amendment) Act, 2019, what is the term of office for the Chairperson and Members of the NHRC?
(A) 5 years or until the age of 70 years, whichever is earlier
(B) 3 years or until the age of 70 years, whichever is earlier
(C) 5 years or until the age of 65 years, whichever is earlier
(D) 3 years or until the age of 65 years, whichever is earlier

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23. By what process can the Chairperson or any Member of the NHRC be removed from office on the ground of proved misbehaviour or incapacity?
(A) By an impeachment resolution passed by both Houses of Parliament
(B) By an executive order of the Prime Minister
(C) By a resolution passed by a two-thirds majority of the NHRC members
(D) By order of the President after an inquiry by the Supreme Court

24. Which of the following statements regarding the composition of the NHRC is correct?
(A) It comprises one member who is, or has been, a Chief Justice of a High Court.
(B) It consists of a Chairperson and four full-time members, excluding ex-officio members.
(C) The Secretary-General of the NHRC exercises all judicial and administrative powers of the Commission.
(D) The Chairperson must always be a serving judge of the Supreme Court.

25. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The NHRC is often described as a "toothless tiger" by human rights activists.
Reason (R): The recommendations made by the NHRC are advisory in nature and not legally binding on the government.

58. The '4A Framework' developed by Katarina Tomaševski, the first UN Special Rapporteur on the Right to Education, outlines the essential features of the right to education. Which of the following is NOT one of the 4As?
(A) Accountability
(B) Availability
(C) Accessibility
(D) Adaptability

59. Under the 4A framework of the Right to Education, the concept of 'Adaptability' requires that:
(A) Education must be made entirely free and compulsory for all students up to university level.
(B) Schools and learning facilities must be physically accessible within safe commuting distance.
(C) The curriculum must be strictly standardized globally without permitting any local variations.
(D) Education must adapt flexibly to changing societies and diverse student needs.

60. Consider the following statements regarding the Right to Education as a human right in India:
I. Prior to the 86th Constitutional Amendment, the Right to Education was an unenforced Directive Principle under Article 45.
II. In the Unnikrishnan judgment (1993), the Supreme Court ruled that the right to education is implicit in the right to life under Article 21.
III. Article 21A guarantees free and compulsory education for children of all age groups.
Which of the statements given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

61. A school administration decides to hold mandatory remedial classes for all students from 4:00 PM to 6:00 PM every day without consulting students or parents, severely restricting their time for play. According to the UNCRC, which right is being compromised by this rigid administrative decision?
(A) Right to freedom of thought, conscience, and religious choice
(B) Right to privacy and personal protection (Article 16)
(C) Right to rest, leisure, play, and recreation (Article 31)
(D) Right to social security and child assistance (Article 26)

62. Which of the following best exemplifies a 'structural human rights violation' within an educational institutional setting?
(A) A teacher using derogatory and abusive language against a student on a single occasion.
(B) Two students engaging in a severe physical altercation on the school playground.
(C) A school principal issuing a formal warning letter to a teacher for habitual latecoming.
(D) Lack of accessible infrastructure for CwSN despite available funds.

63. A school principal conducts a surprise search of all students' school bags without reasonable suspicion or a specific security threat, looking for general contraband. Under the human rights framework, this administrative action primarily infringes upon the students':
(A) Right to protection against arbitrary privacy interference
(B) Right to freedom of personal expression and speech
(C) Right to freedom of movement within school premises
(D) Right to peaceful assembly and collective student association

64. Consider the following scenarios in a school:
I. Segregating students based on caste during the mid-day meal distribution.
II. Denying admission to a child living with HIV/AIDS to "protect" other students.
III. Suspending a student for inciting violence and vandalizing school property after following due process.
IV. Forcing left-handed students to write with their right hand to maintain uniformity.
Which of the above statements constitute human rights violations in an institutional setting?
(A) I, II and IV only
(B) I and II only
(C) II, III and IV only
(D) I, II, III and IV

65. Match List I (Type of institutional human rights violation) with List II (Specific example) and select the correct answer using the options given below.

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comprising members of the NHRC and the Central Bureau of Investigation
(D) An autonomous division that exclusively investigates financial irregularities and fraud in human rights NGOs

33. Identify the incorrect statement regarding the role and functions of the State Human Rights Commission (SHRC).
(A) An SHRC can inquire into violations of human rights in respect of subjects mentioned in the State List and the Concurrent List.
(B) The SHRC can intervene in Union List matters if the violation occurs within state boundaries.
(C) If the NHRC is already actively inquiring into a matter, the SHRC cannot concurrently inquire into the same matter under any circumstances.
(D) The SHRC is legally mandated to visit all jails and custodial institutions under the control of the State Government where persons are detained.

34. Who appoints the Chairperson and members of a State Human Rights Commission?
(A) The Governor on the recommendation of a Committee headed by the Chief Minister
(B) The President of India acting on the formal recommendation of the State Governor
(C) The Chief Justice of the respective High Court in consultation with state judges
(D) The Chairperson of the National Human Rights Commission after consulting the Governor

35. Consider the following statements about the removal of the Chairperson or members of a State Human Rights Commission:
I. They can be removed by the Governor of the state on grounds of proved misbehaviour.
II. They can only be removed by the President of India on the same grounds and in the same manner as a member of the NHRC.
III. An inquiry by the Supreme Court is a mandatory prerequisite for their removal on grounds of misbehaviour or incapacity.
Which of the statements given above is/are correct?
(A) I only
(B) II only
(C) II and III only
(D) I and III only

36. Which of the following is eligible to be appointed as the Chairperson of a State Human Rights Commission?
(A) A serving Chief Secretary of the State
(B) A person who has been a District Judge with 10 years of experience
(C) Any eminent public figure residing in the State
(D) A person who has been a Chief Justice or a Judge of a High Court

37. Which of the following correctly pairs the official with their position on the Committee that recommends appointments to the SHRC?
(A) Speaker of the Legislative Assembly — Chairperson of the Committee
(B) Chief Justice of the High Court — Member of the Committee
(C) State Home Minister — Member of the Committee
(D) Governor — Chairperson of the Committee

38. A District Magistrate issues an administrative order that allegedly violates the fundamental rights of a local community. The affected community approaches the SHRC. The SHRC's intervention in this matter is legally backed by its mandate to ensure:
(A) Judicial review of decisions and judgments rendered by District Courts
(B) Accountability of state public servants in human rights matters
(C) Formulation of new state legislation to countermand executive orders
(D) Enforcement of martial law and special emergency power in disturbed districts

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39. The Protection of Human Rights Act, 1993, was enacted to provide for the constitution of a National Human Rights Commission, State Human Rights Commissions, and which other entity at the district level?
(A) Human Rights Tribunals
(B) District Human Rights Commissions
(C) Lok Adalats for Human Rights
(D) Human Rights Courts

40. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Section 2(1)(d) of the Protection of Human Rights Act, 1993 restricts the definition of human rights to only those rights guaranteed by the Constitution of India.

Reason (R): International treaties are not automatically enforceable in India unless incorporated into domestic law by Parliament.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

41. According to the definition provided in Section 2(1)(d) of the Protection of Human Rights Act, 1993, "human rights" means the rights relating to life, liberty, equality and dignity of the individual guaranteed by the Constitution or embodied in the International Covenants and:
(A) Enforceable by the International Court of Justice
(B) Recognized by the United Nations General Assembly
(C) Enforceable by courts in India
(D) Ratified by the State Legislative Assemblies

42. Under Section 30 of the Protection of Human Rights Act, 1993, for the purpose of providing speedy trial of offences arising out of violation of human rights, the State Government may specify for each district a Court of Session to be a Human Rights Court. This must be done with the concurrence of:
(A) The High Court Chief Justice
(B) The Governor of the respective State
(C) The Chairperson of the relevant SHRC
(D) The concerned District Magistrate

43. For every Human Rights Court established under the Act, the State Government is required to specify or appoint a legal practitioner to conduct cases in that Court. What is the minimum experience required for a legal practitioner to be appointed as a Special Public Prosecutor for this purpose?
(A) 5 years of practice as an advocate
(B) 7 years of practice as an advocate
(C) 10 years of practice as an advocate
(D) 15 years of practice as an advocate

44. The Protection of Human Rights Act, 1993 empowers the Central Government to make rules to carry out the provisions of the Act. Such rules must be laid before:
(A) The Supreme Court of India
(B) Each House of Parliament
(C) The National Human Rights Commission
(D) The Law Commission of India

45. Identify the incorrect pair regarding the chapters of the Protection of Human Rights Act, 1993.
(A) Chapter II — The National Human Rights Commission
(B) Chapter III — Functions and Powers of the Commission
(C) Chapter IV — State Human Rights Commissions
(D) Chapter VI — Human Rights Courts

46. The Paris Principles (1993) are a set of international standards that frame and guide the work of:
(A) International Criminal Tribunals and Courts
(B) UN Peacekeeping Operations and Forces
(C) Non-Governmental Human Rights Organizations
(D) National Human Rights Institutions

47. A Principal wants to lodge a complaint with the NHRC regarding the systematic denial of mid-day meals by an external contractor, affecting the nutritional rights of students. Which mode of complaint is NOT acceptable by the NHRC guidelines?
(A) An anonymous complaint with no verifiable contact details of the sender
(B) A complaint submitted online via the NHRC portal
(C) A written complaint in Hindi or English
(D) A complaint sent through registered post by a third party on behalf of the victims

48. A school principal takes away a student's lunchbox daily as a disciplinary measure, arguing it is an administrative action. If viewed through a human rights framework, this action directly violates the child's:
(A) Right to freedom of speech and personal expression in schools
(B) Right to nutrition and freedom from degrading treatment
(C) Right to legal representation and assistance in administrative matters
(D) Right to freedom of peaceful association and collective gathering

49. The paradigm shift brought about by the UN Convention on the Rights of the Child (UNCRC) is best described as:
(A) Transferring the absolute legal and custodial authority over children from parents to state

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bodies
(B) Viewing children as active holders of legal rights rather than objects of charity
(C) Equating all constitutional and legal rights of minor children with full voting rights of adults
(D) Prioritizing the short-term economic utility of working children over their long-term educational needs

50. Consider the following statements regarding the four foundational pillars of child rights under the UNCRC:
I. The Right to Survival includes the right to life, nutrition, and adequate living standards.
II. The Right to Development encompasses education, play, leisure, and cultural activities.
III. The Right to Protection covers protection from all forms of abuse, neglect, and exploitation.
IV. The Right to Participation is limited only to children above the age of 14 years.
Which of the statements given above are correct?
(A) I, II and III only
(B) I, III and IV only
(C) II, III and IV only
(D) I, II, III and IV

51. Which of the following is NOT one of the four core guiding principles of the UNCRC?
(A) Non-discrimination
(B) Devotion to the best interests of the child
(C) Right to absolute autonomy from parents
(D) Respect for the views of the child

52. Which Article of the UNCRC mandates that in all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the 'best interests of the child' shall be a primary consideration?
(A) Article 2
(B) Article 3
(C) Article 12
(D) Article 28

53. Article 12 of the UNCRC, often referred to as the 'Participation Right', guarantees the child:
(A) The right to register and vote in all local municipal and regional parliamentary elections
(B) The right to legally refuse compulsory primary and secondary school education
(C) The right to freely express views in matters affecting them, weighted by age and maturity
(D) The right to seek gainful employment with mandatory wage parity equal to adult workers

54. India ratified the UN Convention on the Rights of the Child (UNCRC) in the year:
(A) 1989
(B) 1990
(C) 1992
(D) 2002

55. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Right to Education Act (RTE), 2009 in India reflects the obligations set out in the UNCRC and the UDHR.
Reason (R): Human rights instruments recognize education as an indispensable means of realizing other human rights.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

56. In the context of child rights, 'corporal punishment' in schools is fundamentally viewed as a violation of:
(A) The right to human dignity and protection from violence
(B) The right to cultural expression and heritage participation
(C) The right to full academic freedom and institutional choice
(D) The right to leisure, play, and recreational school activities

57. Section 17 of the Right of Children to Free and Compulsory Education (RTE) Act, 2009 explicitly prohibits physical punishment and mental harassment. This statutory provision is most closely aligned with which Article of the UNCRC?
(A) Article 19 (Protection from all forms of violence)
(B) Article 22 (Refugee children)
(C) Article 30 (Children of minorities/indigenous groups)
(D) Article 32 (Child labour)

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(C) The process of decolonization in Asia and Africa
(D) The adoption of the International Covenants on Human Rights in 1966

9. Identify the correct pair matching the individual with their contribution to the Universal Declaration of Human Rights.
(A) Eleanor Roosevelt — Authored the first draft of the UDHR known as the Geneva Draft
(B) Hansa Mehta — Insisted on the inclusion of the right to property in Article 17
(C) René Cassin — Principal drafter who structured the UDHR and its preamble
(D) Charles Malik — Drafted the provisions relating exclusively to economic rights

10. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Universal Declaration of Human Rights (UDHR) is not a legally binding treaty in itself.
Reason (R): The UDHR was adopted as a resolution by the UN General Assembly to serve as a common standard of achievement for all peoples and all nations.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

11. Which of the following correctly sequences the chronological development of key international human rights instruments?
I. Universal Declaration of Human Rights
II. Charter of the United Nations
III. International Covenant on Civil and Political Rights
IV. Convention on the Rights of the Child
(A) I, II, III, IV
(B) II, I, III, IV
(C) II, III, I, IV
(D) III, II, I, IV

12. Although initially a non-binding declaration, many provisions of the UDHR are now considered binding on all states because:
(A) They have been formally incorporated into the UN Charter through legal amendment
(B) They have crystallized into customary international law
(C) The UN Security Council systematically enforces them across all sovereign states
(D) The International Court of Justice has explicitly declared them to be absolute

13. Which Article of the Universal Declaration of Human Rights explicitly states that "Education shall be free, at least in the elementary and fundamental stages"?
(A) Article 21
(B) Article 25
(C) Article 26
(D) Article 29

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14. Article 1 of the UDHR states: "All human beings are born free and equal in dignity and rights." This reflects the philosophical principle of:
(A) Legal positivism
(B) State-granted privileges
(C) Utilitarianism
(D) Inherent human dignity

15. Consider the following statements regarding the rights enshrined in the UDHR:
I. It includes the right to seek and enjoy in other countries asylum from persecution.
II. It guarantees the right to a nationality and the right to change one's nationality.
III. It explicitly mandates that primary, secondary, and higher education shall be free for all.
Which of the statements given above is/are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II, and III

16. Which of the following rights is recognized in the UDHR but is notably absent from the International Covenant on Civil and Political Rights (ICCPR) and the International Covenant on Economic, Social and Cultural Rights (ICESCR)?
(A) The right to freedom of religion
(B) The right to own property
(C) The right to form trade unions
(D) The right to adequate housing

17. Identify the incorrect pair regarding the articles of the UDHR.
(A) Article 3 — Right to life, liberty and security of person

List I: (Type of institutional human rights violation)
P. Discrimination
Q. Violation of bodily integrity
R. Violation of right to expression
S. Violation of procedural fairness
List II: (Specific example)
1. Expelling a student without giving them a chance to be heard
2. Caning a student for failing a test
3. Banning a student newspaper from publishing mild, respectful criticism of school policies
4. Refusing admission to a child belonging to a minority community

(A) P-4, Q-2, R-3, S-1
(B) P-4, Q-3, R-2, S-1
(C) P-2, Q-4, R-1, S-3
(D) P-1, Q-2, R-3, S-4

66. The concept of "microaggressions" in an institutional setting is increasingly recognized as a human rights issue because:
(A) It creates a hostile environment through everyday subtle insults violating dignity.
(B) It involves direct physical violence that requires immediate intervention by law enforcement authorities.
(C) It refers to large-scale, systematic deprivation of financial and material resources to minority institutions.
(D) It constitutes an actionable criminal offense under the prevailing sedition laws of the country.

67. Which of the following is the most appropriate first-level redressal mechanism within a school for a grievance related to sexual harassment of a female employee?
(A) The National Commission for Women in the central jurisdiction
(B) The District Human Rights Court having territorial jurisdiction
(C) The Internal Complaints Committee under the POSH Act
(D) The State Police Department's specialized Cyber Cell

68. A student belonging to a Scheduled Caste faces continuous caste-based slurs from peers, and the school administration takes no action despite repeated complaints. To which specific statutory body should the parents escalate this grievance for redressal regarding child rights violations?
(A) The National Green Tribunal (NGT)
(B) The Central Administrative Tribunal (CAT)
(C) The Central Board of Secondary Education (CBSE) Examination Cell
(D) The State Commission for Protection of Child Rights (SCPCR)

69. The POCSO e-Box, launched by the National Commission for Protection of Child Rights (NCPCR), serves as a redressal mechanism primarily for:
(A) Reporting financial embezzlement and accounting fraud in school funds
(B) Lodging administrative grievances regarding poor quality mid-day meals
(C) Reporting child sexual abuse easily and confidentially
(D) Submitting statutory RTI applications regarding physical school infrastructure

70. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): School Management Committees (SMCs) under the RTE Act play a crucial role in safeguarding human rights within the school.
Reason (R): SMCs ensure community participation, monitor the working of the school, and oversee the utilization of grants, thereby promoting democratic governance and accountability.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

71. In cases of human rights violations in schools governed by the Directorate of Education, GNCTD, what is the hierarchical escalation matrix for a parent filing a grievance?
(A) Principal → DDE (Zone) → DDE (District) → Directorate of Education
(B) School Management Committee → NHRC → High Court → Supreme Court
(C) Class Teacher → Zonal Education Officer → Chief Minister's Office → NHRC
(D) Head of School → Secretary, Ministry of Education (GoI) → Prime Minister's Office

72. Which of the following administrative practices by a Head of School is most aligned with establishing a 'rights-respecting culture' in the institution?

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(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

26. While inquiring into complaints under the Protection of Human Rights Act, 1993, the NHRC is vested with the powers of a civil court trying a suit under the Code of Civil Procedure, 1908. Which of the following powers is NOT included in this mandate?
(A) Sentencing a public servant to imprisonment for contempt
(B) Summoning and enforcing the attendance of witnesses under oath
(C) Issuing legal commissions for the examination of witnesses or official documents
(D) Requisitioning any official public record or copy thereof from any court or office

27. Under Section 36 of the Protection of Human Rights Act, 1993, what is the limitation period for the NHRC to inquire into a matter involving a human rights violation?
(A) Within six months from the date of the occurrence of the alleged violation
(B) Within one year from the date of the violation
(C) Within three years from the date on which the violation was reported
(D) There is no statutory limitation period for any egregious human rights violations

28. A Principal receives a notice from the NHRC regarding an alleged incident of severe corporal punishment in the school, which was reported in a local newspaper. The NHRC took action without receiving a formal written complaint from the victim's family. What functional power is the NHRC exercising in this scenario?
(A) Appellate jurisdiction
(B) Suo motu cognizance
(C) Writ jurisdiction
(D) Subpoena power

29. According to Section 12 of the Protection of Human Rights Act, 1993, which of the following is a designated function of the NHRC?
(A) To enact legislative laws and statutory guidelines regarding mandatory human rights education in public schools
(B) To prosecute armed forces personnel directly in specialized military tribunals for alleged human rights abuses
(C) To intervene in court proceedings involving human rights violation allegations, with court approval
(D) To issue binding judicial injunctions halting infrastructure projects that displace local indigenous populations

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30. If the NHRC completes an inquiry and finds that a human rights violation has indeed been committed by a public servant, it may take which of the following steps under Section 18 of the Act?
(A) Terminate the employment of the offending public servant immediately without further departmental inquiry
(B) Order the direct monetary deduction of compensation from the accused public servant's monthly salary
(C) Sentence the offending public servant directly to administrative detention and disciplinary confinement
(D) Recommend the concerned government or authority to initiate prosecution or suitable action

31. The armed forces in India have a special status under the Protection of Human Rights Act, 1993. How does the NHRC deal with complaints of human rights violations by members of the armed forces?
(A) It can seek a report from the Central Government and make recommendations based on it.
(B) It conducts a full independent on-site investigation parallel to military court proceedings.
(C) It possesses full statutory power to summon military officers and cross-examine them under oath.
(D) It automatically forwards all such severe complaints directly to the International Criminal Court.

32. In the context of the NHRC's functions, the term 'Investigation Division' refers to:
(A) A specialized division composed of retired Supreme Court judges who investigate international human rights claims
(B) An internal wing headed by a Director General of Police that assists in investigating complaints
(C) A permanent joint investigating committee

80. Consider the following statements regarding the rights of women employees as an extension of human rights:
I. The Equal Remuneration Act, 1976 upholds the principle of equal pay for equal work for men and women.
II. Providing crèche facilities at the workplace is mandated for establishments with 50 or more employees under the Maternity Benefit Act.
III. The Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) has not been ratified by India.
IV. Article 42 of the Indian Constitution directs the State to make provision for securing just and humane conditions of work and for maternity relief.
Which of the statements given above are correct?
(A) I, II and IV only
(B) II, III and IV only
(C) I, III and IV only
(D) I, II, III and IV

81. Which international instrument is comprehensively focused on protecting women's rights and is often described as an international bill of rights for women?
(A) ICESCR (International Covenant on Economic, Social and Cultural Rights)
(B) CEDAW (Convention on Discrimination Against Women)
(C) CERD (Convention on the Elimination of All Forms of Racial Discrimination)
(D) UNCAT (United Nations Convention against Torture and Cruel Treatment)

82. Which of the following administrative actions by a Principal constitutes a violation of the human rights of female employees under the pretext of 'institutional discipline'?
(A) Terminating a female contractual teacher upon discovering her pregnancy.
(B) Mandating formal professional attire and grooming standards for all teaching staff.
(C) Assigning equal administrative duties and responsibilities to both male and female teachers.
(D) Requiring mandatory prior written permission for availing casual or administrative leave.

83. The human rights principle of 'non-refoulement' primarily deals with:
(A) The statutory right of industrial workers to strike peacefully without fear of employment termination.
(B) The fundamental right of a minor child to receive primary schooling in their native mother-tongue language.
(C) Prohibiting the return of refugees to countries where their life or freedom is threatened.
(D) The socio-economic principle guaranteeing equal pay for equal work regardless of gender or social status.

84. A Principal decides to install CCTV cameras inside the staff restrooms to prevent vandalism. This administrative decision violates which human right of the employees?
(A) Right to information
(B) Right to freedom of movement
(C) Right to equal protection of the law
(D) Right to privacy

85. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Human rights education should be evaluated primarily through multiple-choice tests assessing the memorization of treaties.
Reason (R): Cognitive recall of legal provisions is the sole indicator that a student has internalized a human rights culture.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

86. Which section of the Protection of Human Rights Act, 1993 grants the NHRC the power to visit, under intimation to the State Government, any jail or other institution under the control of the State Government?
(A) Section 10
(B) Section 12(c)
(C) Section 18
(D) Section 21

87. Under the framework of human rights, if a government school selectively restricts the admission of children from economically weaker sections despite the mandate of the RTE Act, it violates the principle of:
(A) Cultural Relativism principles
(B) Procedural Due Process of Law
(C) Principle of Substantive Autonomy
(D) Non-discrimination

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this conceptual educational framework under international UN human rights standards.

59. (D) Education must adapt flexibly to changing societies and diverse student needs.
Within the 4A educational framework, Adaptability mandates that education systems, curricula, and teaching strategies must be flexible and responsive to the evolving needs of changing societies. Furthermore, schools must adapt to accommodate the specific requirements of diverse learners, including children with special needs, marginalized groups, and varying socio-cultural background contexts.

60. (A) I and II only
Prior to 2002, education was listed as a non-enforceable Directive Principle under Article 45. In Unnikrishnan (1993), the Supreme Court held education to be implicit under Article 21. Article 21A, added by the 86th Amendment, specifically restricts free and compulsory education to children aged six to fourteen years, rather than all age groups.

61. (C) Right to rest, leisure, play, and recreation (Article 31)
Article 31 of the UN Convention on the Rights of the Child recognizes the right of every child to rest, leisure, play, recreational activities, and participation in cultural life. Enforcing mandatory long remedial classes without flexibility severely curtails personal leisure and recreational play time, directly encroaching upon this protected fundamental child right.

62. (D) Lack of accessible infrastructure for CwSN despite available funds.
A structural human rights violation refers to systemic, institutionalized practices or physical barriers that repeatedly exclude marginalized groups from enjoying their rights. Failing to construct accessible ramps or disabled-friendly toilets despite available financial allocations exemplifies a systemic infrastructural neglect that infringes upon the right of disabled children to equal and inclusive education.

63. (A) Right to protection against arbitrary privacy interference
Conducting routine, indiscriminate searches of personal belongings of students without reasonable suspicion or imminent security threats violates human rights protections. Children possess a recognized right to privacy under Article 16 of the UNCRC, which prohibits arbitrary or unlawful interference with their privacy, family, home, correspondence, personal belongings, and personal individual dignity.

64. (A) I, II and IV only
Segregating students by caste, denying access to children living with HIV, and forcing left-handed children to rewrite with their right hand constitute institutional human rights violations involving discrimination and indignity. Conversely, suspending a student who commits violence after following fair due process represents a legitimate disciplinary procedure rather than a rights violation.

65. (A) P-4, Q-2, R-3, S-1
Refusing admission to minority children represents discrimination. Caning students violates bodily integrity and freedom from violence. Suppressing student journalism that expresses respectful criticism violates the right to expression. Finally, expelling a student without providing an opportunity to present a defense directly violates mandatory procedural fairness and fundamental principles of natural justice.

66. (A) It creates a hostile environment through everyday subtle insults violating dignity.
Microaggressions are subtle, brief, and everyday verbal, behavioral, or environmental indignities that communicate hostile, derogatory, or negative slurs toward marginalized individuals. Within institutional settings, cumulative exposure to microaggressions creates an intimidating and discriminatory learning or working environment, thereby eroding fundamental human dignity, individual equality, and personal psychological well-being.

67. (C) The Internal Complaints Committee under the POSH Act
Under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, every workplace employing ten or more workers must constitute an Internal Complaints Committee. The committee serves as the designated first-level internal redressal body mandated to receive, inquire into, and resolve sexual harassment complaints systematically and confidentially.

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97. The right to education has evolved from a statutory right to a fundamental human right in India. Which Constitutional Amendment Act facilitated this transformation by inserting Article 21A?
(A) 42nd Amendment Act
(B) 44th Amendment Act
(C) 86th Amendment Act
(D) 92nd Amendment Act

98. A school principal denies a female employee her statutory right to nursing breaks upon returning from maternity leave, citing schedule disruptions. This violates the legal provisions of the Maternity Benefit Act and infringes upon:
(A) Human rights of the mother and nutrition rights of the infant
(B) The civil rights and statutory privileges of the administration
(C) The equal economic rights of other male and female employees
(D) The constitutional right to freedom of trade and profession

99. The inclusion of 'Child Rights' as human rights recognizes that children have distinct needs. Which of the following is an example of an 'Evolving Capacity' right under the UNCRC?
(A) The absolute legal right of a minor 5-year-old child to refuse life-saving medical treatment.
(B) The right of all minor children, regardless of their age, to enter and sign legally binding contracts.
(C) Weight given to an older child's views based on age and maturity.
(D) The legal right of parents to dictate their child's educational and career choices unconditionally.

100. In designing an institutional policy to prevent human rights violations, a Principal must ensure that the policy focuses not only on remedial action but also on preventive measures. Which of the following is a primary preventive measure?
(A) Formal constitution of a disciplinary inquiry committee to punish offenders after an incident occurs.
(B) Installing a confidential physical grievance drop-box directly outside the Principal's office.
(C) Maintaining an official, accurate register of all formal complaints received during the academic year.
(D) Conducting sensitization workshops on human rights for staff and students.

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19. (C) A Chief Justice of India or a Judge of the Supreme Court
Under the Protection of Human Rights (Amendment) Act, 2019, the eligibility criteria for appointment as Chairperson of the National Human Rights Commission were broadened. Previously, only a retired Chief Justice of India was eligible. The amended law allows either a retired Chief Justice of India or a retired Judge of the Supreme Court to be appointed.

20. (A) I, II and III only
The Protection of Human Rights (Amendment) Act, 2019 expanded the NHRC composition by increasing non-judicial members from two to three, requiring at least one woman member. It also added ex-officio members, including Chairpersons of the National Commission for Backward Classes, National Commission for Protection of Child Rights, and Chief Commissioner for Persons with Disabilities.

21. (C) Chief Justice of India
The committee recommending appointments for the Chairperson and members of the National Human Rights Commission consists of six members: the Prime Minister, Speaker of the Lok Sabha, Union Home Minister, Leaders of Opposition in both Houses of Parliament, and Deputy Chairman of the Rajya Sabha. The Chief Justice of India is not part of this committee.

22. (B) 3 years or until the age of 70 years, whichever is earlier
Prior to 2019, the term of office for the Chairperson and members of the National Human Rights Commission was five years or until attaining seventy years of age. Following the Protection of Human Rights (Amendment) Act, 2019, this tenure was reduced to three years or until attaining seventy years of age, whichever occurs earlier.

23. (D) By order of the President after an inquiry by the Supreme Court
The Chairperson or any member of the National Human Rights Commission can be removed from office on grounds of proved misbehaviour or incapacity only by order of the President of India. This removal requires a mandatory inquiry conducted by the Supreme Court of India, which must report that the person ought to be removed.

24. (A) It comprises one member who is, or has been, a Chief Justice of a High Court.
Under the Protection of Human Rights Act, 1993, the National Human Rights Commission includes one member who is, or has been, a Chief Justice of a High Court among its judicial members. The Commission comprises a Chairperson, five full-time members, and several ex-officio Chairpersons of specified national commissions, ensuring comprehensive institutional oversight.

25. (A) Both A and R are true and R is the correct explanation of A
The National Human Rights Commission is often characterized as a toothless tiger by activists because its findings and recommendations lack binding legal enforceability. The Commission cannot directly punish violators or independently award binding compensation. Its reports are purely advisory, leaving actual prosecution and implementation to the discretion of the concerned government authorities.

26. (A) Sentencing a public servant to imprisonment for contempt
While inquiring into complaints, the National Human Rights Commission enjoys powers equivalent to a civil court trying a suit under the Code of Civil Procedure, 1908. These powers include summoning witnesses, receiving evidence on affidavits, and requisitioning public records. However, the Commission lacks judicial penal jurisdiction to directly sentence individuals to criminal imprisonment.

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27. (B) Within one year from the date of the violation
Section 36(2) of the Protection of Human Rights Act, 1993 specifies a statutory limitation period for inquiring into human rights violations. The Commission is barred from inquiring into any matter if the complaint is lodged after the expiry of one year from the date on which the alleged violation was committed.

28. (B) Suo motu cognizance
Under the Protection of Human Rights Act, 1993, the National Human Rights Commission possesses the functional power of suo motu cognizance. This enables the Commission to initiate inquiries into alleged human rights violations on its own initiative, based on media reports, published news stories, or third-party information, without receiving a formal written complaint from victims.

9. (C) René Cassin — Principal drafter who structured the UDHR and its preamble
René Cassin, a prominent French legal scholar and Nobel Peace Prize laureate, served as one of the primary drafters of the Universal Declaration of Human Rights. He structured the draft into a cohesive logical framework, organizing the preamble, general principles, civil and political rights, and economic, social, and cultural rights into a unified document.

10. (A) Both A and R are true and R is the correct explanation of A
The Universal Declaration of Human Rights was adopted as a resolution by the United Nations General Assembly rather than an international treaty. Consequently, it was not directly legally binding upon member states at its inception. Instead, it was conceived as a non-binding legal instrument serving as a common standard of achievement for all nations worldwide.

11. (B) II, I, III, IV
The chronological sequence of key international human rights instruments begins with the UN Charter in 1945. This was followed by the Universal Declaration of Human Rights in 1948. Subsequently, the International Covenant on Civil and Political Rights was adopted in 1966, and the Convention on the Rights of the Child was adopted in 1989.

12. (B) They have crystallized into customary international law
Although the Universal Declaration of Human Rights was initially a non-binding General Assembly resolution, many of its core provisions have achieved binding authority over time. Through widespread state practice and opinio juris, these principles have crystallized into customary international law, making them legally binding on all sovereign states regardless of treaty ratification.

13. (C) Article 26
Article 26 of the Universal Declaration of Human Rights explicitly guarantees the right to education. It mandates that education shall be free, at least in the elementary and fundamental stages. Furthermore, it asserts that elementary education shall be compulsory, technical and professional education widely available, and higher education accessible on equal merit.

14. (D) Inherent human dignity
Article 1 of the Universal Declaration of Human Rights reflects the fundamental philosophical doctrine of inherent human dignity. This principle posits that every individual possesses intrinsic worth, equality, and unalienable moral rights simply by virtue of being human, independent of state recognition, statutory enactments, social status, utility, or contractual legal frameworks.

15. (A) I and II only
Article 14 of the Universal Declaration of Human Rights guarantees the right to seek and enjoy asylum from persecution, while Article 15 guarantees the right to a nationality and to change it. However, Article 26 mandates free education specifically for elementary and fundamental stages, rather than making secondary and higher education compulsory or free.

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16. (B) The right to own property
The right to own property, individually as well as in association with others, is explicitly protected under Article 17 of the Universal Declaration of Human Rights. However, due to intense ideological disagreements during the Cold War era regarding property rights and state expropriation, this right was omitted from both the ICCPR and ICESCR.

17. (C) Article 5 — Right to education and cultural participation
Article 5 of the Universal Declaration of Human Rights explicitly guarantees protection against torture or cruel, inhuman, or degrading treatment or punishment. In contrast, the right to education is enshrined under Article 26, while the right to participate freely in the cultural life of the community is protected under Article 27.

18. (A) Article 14 (Right to asylum) and Article 26 (Right to education)
Article 14 of the Universal Declaration of Human Rights establishes the fundamental right of individuals to seek and enjoy asylum from persecution across foreign borders. Concurrently, Article 26 guarantees the right to education for all children. Combining these provisions mandates educational access for refugee children regardless of documentation status or displacement background.

88. A school administration formulates a disciplinary policy that allows public shaming of students who fail to pay fees on time. Which specific right of the child is breached by this policy?
(A) Right to privacy and mental wellbeing
(B) Right to free and compulsory education
(C) Right to basic health and physical wellbeing
(D) Right to access public information

89. Regarding human rights violations in schools, 'omission' refers to:
(A) An active, deliberate disciplinary action by school staff that physically harms a student.
(B) The official legal process of expunging a student's prior negative disciplinary record.
(C) School administration failing to protect a student from known abuse.
(D) Exceeding the prescribed statutory syllabus during routine classroom academic teaching.

90. Which function does the National Human Rights Commission NOT possess when investigating a complaint?
(A) Awarding direct criminal penalties to the accused
(B) Receiving formal sworn evidence on legal affidavits
(C) Requisitioning public records or documents from any judicial court
(D) Summoning and enforcing the attendance of witnesses under legal oath

91. The concept of 'Universalism' in human rights implies that:
(A) Human rights are strictly culturally specific and must be interpreted according to local traditions and customs.
(B) Only sovereign states that formally ratify the UDHR treaties are legally bound to respect human rights.
(C) Economic and developmental rights take absolute precedence over civil and political rights globally.
(D) Human rights apply to all people everywhere, regardless of background.

92. A Principal receives an audit objection regarding the diversion of funds allocated for CwSN (Children with Special Needs) infrastructure to purchase office furniture. Correcting this is not merely a financial administrative duty but also a human rights obligation to ensure:
(A) The right to an adequate standard of living
(B) The right to inclusive education
(C) The right to freedom of association and assembly
(D) The right to private property and ownership

93. To promote Human Rights Education effectively, a Principal establishes a 'Student Council' elected democratically by the students. This action best operationalizes which principle of the UNCRC?
(A) Article 2: Principle of non-discrimination
(B) Article 12: Respect for child views
(C) Article 24: Right to health and health services
(D) Article 28: Fundamental right to education

94. Identify the incorrect statement regarding the redressal mechanisms for human rights violations in India.
(A) The NHRC can transfer complaints to the concerned State Human Rights Commission if it deems fit.
(B) NGOs and civil society organizations have locus standi to file complaints before the NHRC on behalf of victims.
(C) A victim of a human rights violation can directly approach the High Courts or Supreme Court under writ jurisdiction.
(D) The armed forces are outside NHRC purview and no report can be sought.

95. A Principal dismisses a student's claim of physical abuse by a teacher, stating that 'spare the rod and spoil the child' is a valid cultural norm. This administrative stance represents a conflict between:
(A) Universal rights and cultural relativism
(B) Absolute state sovereignty and international trade laws
(C) Fundamental civil rights and socio-economic rights
(D) Enforceable positive rights and negative rights

96. Under the CCS (Conduct) Rules 1964 applicable to Delhi Government school employees, an employee is prohibited from acting in a manner unbecoming of a government servant. If a teacher sexually harasses a colleague, this conduct is a violation of both human rights and which specific sub-rule?
(A) Rule 3(1)(iii)
(B) Rule 3C
(C) Rule 11
(D) Rule 18

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29. (C) To intervene in court proceedings involving human rights violation allegations, with court approval
Section 12 of the Protection of Human Rights Act, 1993 outlines the explicit functions of the National Human Rights Commission. Among these duties, Section 12(b) empowers the Commission to intervene in any proceeding involving allegations of human rights violations pending before a judicial court, provided prior approval of such court is obtained.

30. (D) Recommend the concerned government or authority to initiate prosecution or suitable action
Upon completing an inquiry that establishes a human rights violation by a public servant, Section 18 of the Protection of Human Rights Act, 1993 empowers the Commission to recommend the concerned government or authority to initiate prosecution, institute departmental disciplinary proceedings, or grant immediate interim monetary relief to the victim.

31. (A) It can seek a report from the Central Government and make recommendations based on it.
Under Section 19 of the Protection of Human Rights Act, 1993, a special procedure applies to allegations of human rights violations involving members of the armed forces. The Commission does not conduct direct investigations itself; instead, it requests a report from the Central Government and subsequently issues recommendations or non-binding comments.

32. (B) An internal wing headed by a Director General of Police that assists in investigating complaints
The Investigation Division of the National Human Rights Commission is an internal investigative wing provided under Section 11 of the Protection of Human Rights Act, 1993. Headed by an officer of the rank of Director General of Police, it conducts independent spot inquiries, gathers factual evidence, and examines witnesses to support Commission proceedings.

33. (B) The SHRC can intervene in Union List matters if the violation occurs within state boundaries.
Under Section 21 of the Protection of Human Rights Act, 1993, a State Human Rights Commission is restricted to inquiring into violations concerning subjects specified in List II (State List) and List III (Concurrent List) of the Seventh Schedule. It lacks statutory power to inquire into matters falling exclusively under List I (Union List).

34. (A) The Governor on the recommendation of a Committee headed by the Chief Minister
The Chairperson and members of a State Human Rights Commission are formally appointed by the Governor of the state. This appointment is made based on the recommendations of a selection committee comprising the Chief Minister as Chairperson, the Speaker of the Legislative Assembly, State Home Minister, and the Leader of the Opposition.

35. (C) II and III only
Although appointed by the Governor of the state, the Chairperson or members of a State Human Rights Commission can only be removed from office by the President of India. Grounds of proved misbehaviour or incapacity require a prior judicial inquiry conducted by the Supreme Court of India validating the proposed removal.

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36. (D) A person who has been a Chief Justice or a Judge of a High Court
Following the Protection of Human Rights (Amendment) Act, 2019, the eligibility for appointment as Chairperson of a State Human Rights Commission was expanded. A person who has been a Chief Justice of a High Court or a Judge of a High Court is eligible to be appointed to head the Commission.

37. (C) State Home Minister — Member of the Committee
The selection committee recommending appointments to the State Human Rights Commission includes the Chief Minister as Chairperson, the Speaker of the Legislative Assembly, the Leader of the Opposition in the Legislative Assembly, and the Minister in charge of the Department of Home Affairs in that state as a designated committee member.

38. (B) Accountability of state public servants in human rights matters
The mandate of a State Human Rights Commission centers on ensuring administrative oversight and accountability of state public servants whenever their actions or omissions infringe upon protected human rights. When

executive orders arbitrarily encroach upon fundamental rights, the Commission possesses statutory authority to investigate, question authorities, and recommend corrective legal redressal mechanisms.

39. (D) Human Rights Courts
The Protection of Human Rights Act, 1993 provides a comprehensive institutional statutory framework for human rights protection in India. In addition to establishing the National Human Rights Commission at the central level and State Human Rights Commissions at state levels, Chapter VI of the Act provides for setting up Human Rights Courts in every district.

40. (D) A is false but R is true
Assertion A is false because Section 2(1)(d) of the Protection of Human Rights Act, 1993 defines human rights as rights guaranteed by the Constitution or embodied in International Covenants and enforceable by courts in India. Reason R is true because India follows a dualist model where international treaties require domestic legislative incorporation to become legally enforceable.

41. (C) Enforceable by courts in India
Section 2(1)(d) of the Protection of Human Rights Act, 1993 defines human rights as rights relating to life, liberty, equality, and dignity of the individual guaranteed by the Constitution or embodied in the International Covenants and enforceable by courts in India. This condition ensures statutory alignment with domestic Indian judicial enforceability.

42. (A) The High Court Chief Justice
Section 30 of the Protection of Human Rights Act, 1993 empowers the State Government to specify a Court of Session in each district to act as a Human Rights Court for speedy trial of offences. To ensure judicial independence, such designation must strictly occur with the statutory concurrence of the Chief Justice of the concerned High Court.

43. (B) 7 years of practice as an advocate
Under Section 31 of the Protection of Human Rights Act, 1993, the State Government is required to specify or appoint a Special Public Prosecutor for every Human Rights Court. To qualify for this appointment, an advocate must have been in continuous legal practice for not less than seven years in relevant trial proceedings.

44. (B) Each House of Parliament
Section 40 of the Protection of Human Rights Act, 1993 authorizes the Central Government to formulate rules for carrying out the provisions of the Act. Every rule made under this section must be laid before each House of Parliament while in session for a total period of thirty days to ensure legislative oversight.

45. (C) Chapter IV — State Human Rights Commissions
In the Protection of Human Rights Act, 1993, Chapter II deals with the National Human Rights Commission, Chapter III covers its functions and powers, and Chapter IV details procedure during inquiries. State Human Rights Commissions are governed specifically under Chapter V, while Chapter VI regulates Human Rights Courts across all districts.

46. (D) National Human Rights Institutions
The Paris Principles, adopted by the UN General Assembly in 1993, establish the international standard requirements for National Human Rights Institutions (NHRIs). These principles set out benchmarks regarding independence, broad statutory mandate, pluralism in composition, adequate operational resources, and robust investigative authority required for effective national human rights protection mechanisms globally.

47. (A) An anonymous complaint with no verifiable contact details of the sender
According to standard procedural regulations of the National Human Rights Commission, anonymous complaints that lack verifiable contact details or identity of the complainant are generally dismissed at the threshold. The Commission requires clear identification and basic details to verify allegations, prevent frivolous litigation, and communicate statutory inquiry findings to affected concerned parties.

48. (B) Right to nutrition and freedom from degrading treatment
Depriving a child of food as a disciplinary measure directly compromises basic human rights standards. Food is an essential component of the right to health and adequate development guaranteed under child rights frameworks.

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Furthermore, public or arbitrary deprivation of food constitutes cruel, inhuman, or degrading treatment that undermines fundamental individual human dignity.

49. (B) Viewing children as active holders of legal rights rather than objects of charity
The UN Convention on the Rights of the Child established a major paradigm shift in international law by recognizing children as autonomous human beings and active rights-holders. Rather than viewing children merely as passive recipients of adult protection, welfare, or charity, the convention asserts that children possess legally enforceable rights to survival, protection, development, and participation.

50. (A) I, II and III only
The United Nations Convention on the Rights of the Child is structured around four foundational pillars: survival, development, protection, and participation. The right to participation applies to all children capable of forming their own views regardless of age, meaning participation is not restricted strictly to adolescents or children above fourteen years old.

51. (C) Right to absolute autonomy from parents
The four core guiding principles of the UN Convention on the Rights of the Child are non-discrimination (Article 2), best interests of the child (Article 3), right to life, survival, and development (Article 6), and respect for the views of the child (Article 12). Absolute autonomy from parents is not recognized as a guiding principle.

52. (B) Article 3
Article 3 of the UN Convention on the Rights of the Child establishes that in all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, or legislative bodies, the best interests of the child shall be a primary consideration in all decision-making processes.

53. (C) The right to freely express views in matters affecting them, weighted by age and maturity
Article 12 of the UN Convention on the Rights of the Child enshrines the participation right, guaranteeing that children who are capable of forming their own views have the right to express those views freely in all matters affecting them. These views must be given due weight in accordance with their age and maturity.

54. (C) 1992
The United Nations Convention on the Rights of the Child was adopted by the UN General Assembly in 1989 and entered into force in 1990. India formally acceded to and ratified this landmark international treaty on 11 December 1992, committing the state to align national laws and policies with global child rights standards.

55. (A) Both A and R are true and R is the correct explanation of A
The Right of Children to Free and Compulsory Education Act, 2009 operationalizes India's international commitments under treaties like the UDHR and UNCRC. Human rights frameworks recognize education as an empowering right that serves as an indispensable prerequisite for enabling individuals to understand, claim, and effectively exercise all other civil, political, economic, and cultural rights.

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56. (A) The right to human dignity and protection from violence
In contemporary child rights law, corporal punishment in educational institutions is recognized as a direct violation of bodily integrity and human dignity. Inflicting physical pain or mental humiliation violates the right of children to be protected from all forms of physical or mental violence, harm, neglect, abuse, or degrading treatment in school settings.

57. (A) Article 19 (Protection from all forms of violence)
Section 17 of the RTE Act, 2009 explicitly prohibits physical punishment and mental harassment of children in schools. This domestic prohibition directly aligns with Article 19 of the UN Convention on the Rights of the Child, which mandates states to take all appropriate legislative and administrative measures to protect children from all physical or mental violence.

58. (A) Accountability
The 4A framework developed by Katarina Tomaševski outlines four essential interlinked features of the right to education: Availability, Accessibility, Acceptability, and Adaptability. While accountability remains a general governance principle, it is not designated as one of the explicit four dimensions comprising

ANSWERS

1. (B) Human rights are inherent to all individuals and cannot be given up or taken away.
Inalienability is a foundational attribute of human rights asserting that these rights are inherent to every human being by virtue of their humanity. They cannot be voluntarily surrendered, sold, transferred, or arbitrarily taken away by any state or authority. Consequently, individuals retain these fundamental rights under all circumstances throughout their lives.

2. (A) Economic, social, and cultural rights concerning equality
Karel Vasak categorized human rights into three generations mirroring the French revolutionary ideals of liberty, equality, and fraternity. The second generation encompasses economic, social, and cultural rights, focusing on socio-economic equality and security. These rights mandate proactive state intervention to guarantee access to education, fair employment, health, housing, and social security systems.

3. (C) Indivisibility and Interdependence
The characteristics of indivisibility and interdependence dictate that all human rights are inherently connected, equal in importance, and mutually dependent. Denying or compromising one right directly impacts the enjoyment and fulfillment of other rights. For instance, depriving an individual of access to education impairs their ability to participate politically or secure fair employment opportunities.

4. (D) Cultural relativism argues that human rights must be universally applied without regard to local traditions.
Cultural relativism asserts that human rights, values, and moral standards must be interpreted within the specific context of local cultures, traditions, and historical backgrounds rather than applied universally across all societies. In contrast, universalism maintains that human rights apply identically to all human beings everywhere, regardless of regional, traditional, or cultural differences.

5. (C) Moral philosophy to international legal instruments
The evolution from classical natural rights theory to contemporary human rights frameworks is marked by a transition from moral philosophy to formal international legal instruments. Historically rooted in philosophical and religious notions of natural law, human rights were institutionalized globally following World War II through binding treaties, conventions, and international legal mechanisms.

6. (B) Rights that may be temporarily suspended during a declared public emergency
In international human rights law, derogable rights are rights that state authorities may temporarily limit, restrict, or suspend during officially proclaimed public emergencies threatening the life of the nation. However, non-derogable rights, such as the prohibition of torture, slavery, and arbitrary deprivation of life, can never be suspended under any emergency conditions.

7. (B) 10 December 1948
The Universal Declaration of Human Rights was officially adopted by the United Nations General Assembly on 10 December 1948 in Paris, France. This historic document established the first global consensus on fundamental human rights. To commemorate this landmark achievement, 10 December is observed annually across the world as International Human Rights Day.

8. (A) The atrocities of World War II and the Holocaust
The primary catalyst for drafting the Universal Declaration of Human Rights was the widespread destruction and horrific atrocities committed during World War II, including the Holocaust. The international community recognized an urgent imperative to establish a universal baseline of rights to protect individuals against state-sponsored tyranny and prevent future catastrophic violations of human dignity.

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68. (D) The State Commission for Protection of Child Rights (SCPCR)
Under Section 31 of the Protection of Children from Free and Compulsory Education Act, 2009, State Commissions for Protection of Child Rights are vested with statutory responsibility to monitor child rights and examine grievances. Parents facing inaction regarding caste discrimination or abuse against children in schools should escalate complaints directly to the SCPCR.

69. (C) Reporting child sexual abuse easily and confidentially
The POCSO e-Box is an online grievance reporting initiative developed by the National Commission for Protection of Child Rights. It provides a user-friendly, secure, and confidential digital platform that enables children or adults to report incidents of child sexual abuse directly to statutory child protection authorities for immediate administrative action.

70. (A) Both A and R are true and R is the correct explanation of A
School Management Committees established under Section 21 of the RTE Act play a vital role in protecting child rights at the institutional level. By comprising parents, local authority representatives, and teachers, SMCs foster participatory community governance, oversee school operations, ensure equitable resource allocation, and hold administrators accountable for safeguarding child human rights.

71. (A) Principal → DDE (Zone) → DDE (District) → Directorate of Education
In schools under the Directorate of Education, GNCTD, administrative grievances follow a structured escalation hierarchy. Parents must initially approach the Principal or Head of School. Unresolved issues are escalated sequentially to the Deputy Director of Education at the Zonal level, followed by District DDE, and ultimately to the Directorate administrative headquarters.

72. (A) Drafting the school code of conduct collaboratively with students, teachers, and parents.
Establishing a rights-respecting culture requires democratic participation, inclusion, and mutual respect among all stakeholders. Drafting the institutional code of conduct collaboratively with students, parents, and teachers operationalizes participation rights under UNCRC Article 12. This process fosters shared ownership, transparent governance, mutual accountability, and respect for dignity within the school learning community.

73. (C) Human rights principles are integrated into curriculum, pedagogy, governance, and culture.
A Whole-School Approach to Human Rights Education embeds human rights principles across all aspects of institutional life. Rather than confining human rights to specific classroom textbooks, this strategy integrates rights-based values into curriculum design, pedagogical methods, administrative decision-making, school policies, student participation structures, and overall institutional school culture.

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74. (A) Rote memorization of UDHR articles for written examinations
Rote memorization of treaty articles and legal texts is the least effective method for delivering Human Rights Education. True human rights education requires developing empathy, critical thinking, values, and practical skills. Passive recall fails to foster attitudes of respect, democratic engagement, social justice, or active defense of fundamental human dignity.

75. (D) Ensuring the learning environment and pedagogy respect the dignity of learners and educators.
Education through human rights concerns the pedagogical methodology and social environment in which learning takes place. It mandates that classroom dynamics, teaching approaches, and institutional governance must embody human rights principles. This requires creating an inclusive, participatory, and safe environment that actively respects the dignity and equality of all school learners.

76. (B) Implicit values, norms, and behaviors transmitted through the school's environment and rules.
The hidden curriculum refers to unwritten, unofficial, and unintended values, norms, perspectives, and behaviors transmitted to students through the social dynamics, structural rules, and climate of an educational institution. In human rights education, the hidden curriculum can either reinforce human rights principles or undermine them through unexamined institutional administrative practices.

mission with their parents.

Which of the statements given above is/are correct?

(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

44. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).

Assertion (A): Under Mission Buniyaad, classes are reorganized based on the learning levels of students rather than their age or grade.

Reason (R): Teaching a standardized grade-level syllabus to students who lack foundational reading and arithmetic skills leads to further learning gaps and academic marginalisation.

(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

45. The "Happiness Curriculum" introduced by the Directorate of Education is targeted at students of which classes?

(A) Classes I to Class V
(B) Nursery to Class VIII
(C) Classes IX to Class XII students
(D) Classes VI to Class X

46. Which of the following is NOT one of the core components of the daily Happiness Curriculum class in Delhi Government schools?

(A) Mindfulness practice
(B) Inspirational stories
(C) Written examinations
(D) Activity-based expression

47. According to DoE guidelines, what is the mandated duration of the daily Happiness class?

(A) Exactly 20 minutes daily
(B) 35-45 minutes
(C) Exactly 60 minutes daily
(D) Exactly 90 minutes daily

48. A teacher expresses difficulty in assessing students' progress in the Happiness Curriculum because there are no written exams. According to the Happiness Curriculum framework, how is student progress meant to be assessed by the teacher?

(A) Through standardized multiple-choice written tests supplied annually by the SCERT
(B) By strictly grading students on their ability to memorize all the stories told in class
(C) By asking parents to submit a formal written evaluation report at the end of each term
(D) Through qualitative observation of student behavior and emotional regulation

49. Consider the following statements regarding the Entrepreneurship Mindset Curriculum (EMC):

I. It is designed for students of Classes IX to XII.
II. It includes a seed money project known as 'Business Blasters'.
III. The curriculum heavily relies on theoretical textbooks and rote learning of business laws.
IV. It involves live interactions with local entrepreneurs to inspire students.

Which of the statements given above are correct?

(A) I, II and III only
(B) I, II and IV only
(C) II, III and IV only
(D) I, III and IV only

50. Under the 'Business Blasters' initiative of the EMC, what is the quantum of seed money provided per student to develop and execute their business idea?

(A) Rs. 500
(B) Rs. 1,000
(C) Rs. 2,000
(D) Rs. 5,000

51. What is the primary objective of the Entrepreneurship Mindset Curriculum (EMC) in DoE schools?

(A) To foster 21st-century skills, transforming students into job providers rather than job seekers
(B) To ensure every graduating student immediately registers a Private Limited Company upon passing Class XII
(C) To prepare senior secondary students exclusively for higher-level commerce stream board examinations
(D) To provide hands-on technical vocational training in plumbing, carpentry, and electrical works

52. The Deshbhakti Curriculum was launched by the GNCTD to foster constitutional values and patriotism. Which of the following is the daily

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to study living conditions of inmates and make appropriate recommendations.

87. (D) Non-discrimination
Selectively restricting the admission of children from economically weaker sections in government schools violates the core human rights principle of non-discrimination. Non-discrimination requires that educational access, resources, and institutional opportunities be made available to all children equally, without bias, exclusion, or prejudice based on socio-economic background or economic social status.

88. (A) Right to privacy and mental wellbeing
Publicly shaming students due to non-payment of school fees constitutes emotional abuse and a direct violation of their right to dignity, privacy, and mental well-being. Child rights standards prohibit educational institutions from subjecting children to public humiliation, mental harassment, or degrading treatment for administrative or financial defaults beyond their personal control.

89. (C) School administration failing to protect a student from known abuse.
In human rights frameworks, violations occur through both commission and omission. A violation of omission occurs when state or institutional authorities fail to take necessary, preventive, or protective action to safeguard individuals from known harm, abuse, or rights infringements, thereby neglecting their statutory and affirmative duty of human protection.

90. (A) Awarding direct criminal penalties to the accused
The National Human Rights Commission possesses broad investigatory powers under the Protection of Human Rights Act, 1993, including summoning witnesses, receiving evidence on affidavits, and requisitioning public records. However, as an inquisitorial recommendatory body, the Commission lacks judicial authority to try criminal cases or directly sentence accused persons to direct criminal penalties.

91. (D) Human rights apply to all people everywhere, regardless of background.
The principle of universalism in human rights asserts that human rights belong intrinsically to every individual simply by virtue of their shared humanity. These rights apply universally across the globe to all persons without discrimination based on nationality, ethnicity, gender, caste, religion, language, or political status, overriding localized cultural boundaries.

92. (B) The right to inclusive education
Diverting funds intended for special needs infrastructure directly compromises the right to inclusive education for children with disabilities. Under the Rights of Persons with Disabilities Act, 2016 and human rights frameworks, educational institutions are obligated to provide accessible infrastructure and reasonable accommodations to ensure equal learning opportunities for all CwSN students.

93. (B) Article 12: Respect for child views
Establishing a democratically elected Student Council operationalizes Article 12 of the UN Convention on the Rights of the Child. This article guarantees that children who are capable of forming their own views have the right to express those views freely in all matters affecting them, fostering student participation and democratic decision-making in schools.

94. (D) The armed forces are outside NHRC purview and no report can be sought.
Although the NHRC follows a restricted procedure regarding allegations against members of the armed forces under Section 19 of the Act, armed forces are not entirely outside its purview. The Commission can seek an official report from the Central Government on such complaints and make non-binding recommendations or comments based on it.

95. (A) Universal rights and cultural relativism
Dismissing child abuse allegations by claiming that corporal punishment is an acceptable traditional practice represents a conflict between universal human rights and cultural relativism. Universalism maintains that rights and protection from violence apply equally to all children globally, whereas cultural relativism attempts to justify harmful disciplinary practices using localized traditional cultural practices.

96. (B) Rule 3C
Rule 3C of the Central Civil Services (Conduct) Rules, 1964 explicitly prohibits sexual harassment of any female government employee at her workplace. It mandates that government servants must refrain from committing sexual

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Assertion (A): The Directorate of Education has decentralised its administrative machinery into Districts and Zones.
Reason (R): Decentralisation ensures closer monitoring of schools, swift grievance redressal, and effective implementation of administrative instructions at the grassroots level.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

9. Into how many educational districts is the Directorate of Education, GNCTD currently divided?
(A) 9
(B) 11
(C) 13
(D) 15

10. A Principal of a Delhi Government school faces persistent interference from a local political representative during the admission process. According to the administrative escalation matrix of the DoE, to whom should the Principal report this matter first for administrative intervention?
(A) Secretary (Education), GNCTD
(B) Deputy Director of Education (Zone)
(C) Vigilance Branch, Headquarters
(D) Delhi Commission for Protection of Child Rights

11. Which of the following bodies is mandated at the school level in Delhi Government schools to actively monitor school infrastructure, utilize specific maintenance funds, and ensure community participation?
(A) Vidyalaya Kalyan Samiti (VKS) / School Management Committee (SMC)
(B) Parent Teacher Association (PTA)
(C) School Quality Assessment Council (SQAC)
(D) Zonal Monitoring Committee (ZMC)

12. What is the maximum age relaxation a Head of School (Principal) is empowered to grant for admission to entry-level classes (Nursery, KG, Class I) in government schools in Delhi, upon request from the parents?
(A) Up to 15 days
(B) Up to 30 days
(C) Up to 45 days
(D) Up to 60 days

13. Which of the following platforms is mandated for managing the online admission process for the EWS/DG category in private unaided recognised schools of Delhi?
(A) E-Pramaan
(B) Shagun
(C) U-DISE Plus
(D) Edudel

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14. For admissions to Class VI in Delhi Government schools under "Non-Plan Admissions", which of the following documents cannot be made a mandatory prerequisite to deny provisional admission under Right to Education (RTE) Act provisions?
(A) Date of Birth Certificate
(B) Aadhaar Card of the student
(C) Transfer Certificate (TC)
(D) Proof of Residence in Delhi

15. The Directorate of Education mandates that admission forms and processes for entry-level classes in private unaided schools must be free from "screening procedures". Which of the following constitutes a prohibited screening procedure?
(A) Distance criteria (Neighbourhood mapping)
(B) Parental interviews
(C) Sibling criteria points
(D) Alumni criteria points

16. In the context of private unaided schools built on land allotted by government agencies (like DDA/L&DO), which landmark condition must they fulfil before proposing any fee hike?
(A) Obtaining consent from 75% of the Parent Teacher Association
(B) Undergoing an audit by the Comptroller and Auditor General
(C) Ensuring a 100% pass rate in board examinations
(D) Seeking prior approval from the Director of Education

17. A private unaided recognised school submits a proposal for a fee hike. During the scrutiny of the school's financial records by the DoE, it is discovered that the school has transferred funds to its parent trust for non-educational purposes. As the reviewing authority, what is the most appropriate action based on the Delhi School Education Act and Rules (DSEAR) 1973?
(A) Reject the fee hike proposal due to fund misutilisation

CHAPTER 19

Directorate of Education (DoE), Delhi: Circulars and Guidelines

1. What is the highest administrative authority for school education directly heading the Directorate of Education (DoE) within the Government of NCT of Delhi?
(A) Director of Education
(B) Secretary (Education)
(C) Regional Director of Education
(D) Additional Director of Education

2. The Directorate of Education, GNCTD, operates through various branches to manage its vast network of schools. Which of the following branches is primarily responsible for post-fixation and rationalisation of teaching staff?
(A) Act-I Branch
(B) Planning Branch
(C) Establishment Branch
(D) Vigilance Branch

3. Consider the following statements regarding the structural hierarchy of the Directorate of Education, GNCTD:
I. The Regional Director of Education (RDE) has administrative jurisdiction over multiple educational districts.
II. The Deputy Director of Education (DDE) at the Zone level reports directly to the Director of Education, bypassing the District DDE.
III. The School Plant branch at the headquarters monitors the construction and maintenance of school buildings.
Which of the statements given above is/are correct?
(A) I and II only
(B) I and III only
(C) II and III only
(D) I, II and III

4. In the administrative structure of the Directorate of Education, what is the primary function of the Act-I and Act-II branches?
(A) Managing litigation and service matters of government school teachers
(B) Framing physical education policies and organising sports events
(C) Finalising the curriculum and syllabus for foundational learning stages
(D) Regulating recognised private unaided and aided school matters

5. Under the Directorate of Education, GNCTD, "Plan Admissions" typically refer to which of the following?
(A) Admissions granted to out-of-state migrant students
(B) The transition of students from feeder MCD/NDMC schools to DoE schools
(C) Fresh admissions of students who have never attended school
(D) Admissions under the 25% EWS/DG quota in private unaided schools

6. Which hierarchical sequence correctly represents the line of administrative control from the zonal level down to the classroom in DoE Delhi?
(A) DDE (District) → DDE (Zone) → Head of School → SPE
(B) Regional Director → SPE → DDE (Zone) → Head of School
(C) DDE (Zone) → SPE → Head of School → Teacher
(D) SPE → DDE (Zone) → Head of School → Teacher

7. The Science Branch of the Directorate of Education is primarily responsible for organising which of the following statutory activities?
(A) Centralised mid-term and annual assessments for primary classes
(B) Zonal level sports and cultural meets
(C) Foundational literacy training for primary teachers
(D) National Means-cum-Merit Scholarship (NMMS) examinations

8. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).

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(A) 5 years
(B) 7 years
(C) 10 years
(D) 15 years

26. To streamline the administrative process of teacher transfers, the DoE has implemented a Management Information System (MIS). Which of the following is NOT a parameter considered by the MIS for computing transfer points?
(A) Physical disability status of the employee
(B) Annual Confidential Report (ACR) grading
(C) Spouse working in the same directorate or government sector
(D) National or State Teacher Awardee status

27. The annual post-fixation exercise conducted by the DoE is primarily aimed at which of the following objectives?
(A) Identifying surplus or deficit teaching staff based on enrolment
(B) Determining the exact amount of Pupil Welfare Fund to be allocated to schools
(C) Finalising the comprehensive list of students eligible for Merit Scholarships
(D) Upgrading physical infrastructure and constructing additional classrooms in schools

28. In the event a school exhibits a sharp decline in enrolment, leading to surplus teaching staff, which administrative principle is generally followed by the DoE to declare a specific teacher as "surplus"?
(A) First in, First out (Senior-most teacher in the school is transferred)
(B) Alphabetical order of teacher names
(C) Last in, First out (Junior-most teacher in the school is transferred)
(D) Discretion of the Head of School based on performance

29. The Centralized Academic Calendar issued annually by the Directorate of Education primarily ensures:
(A) Complete autonomy for each Head of School to design and implement their own syllabus
(B) Broad discretion for private unaided schools to align fully with international boards
(C) Systematic scheduling of political and municipal activities within all school premises
(D) Uniformity in academic schedules, examinations, and holidays across DoE schools

30. Who is the competent authority at the DoE headquarters responsible for finalizing and disseminating the datesheet for the common mid-term and annual examinations for Classes III to IX and XI?
(A) Director of Education
(B) District DDE
(C) Examination Branch
(D) State Council of Educational Research and Training (SCERT)

31. Under the Right of Children to Free and Compulsory Education (RTE) Act, what is the minimum number of working days prescribed for an upper primary school (Classes VI to VIII) in an academic year?
(A) 200 days
(B) 210 days
(C) 220 days
(D) 240 days

32. In government schools under DoE, GNCTD, the results of the common annual examinations are compiled and processed through which centralized portal?
(A) E-district Delhi portal
(B) NVS Samadhan portal
(C) Shagun national portal
(D) Edudel MIS portal

33. Which of the following components forms part of the internal assessment out of 20 marks in secondary classes under DoE, GNCTD?
(A) Subject Enrichment Activities and Portfolios
(B) Parent's attendance in PTMs
(C) Student's financial contribution to school funds
(D) Participation in external private tuition

34. For managing co-curricular and sports activities, the DoE defines an organizational structure. At the lowest competitive level above the school, which entity organizes these events?
(A) District Level Sports Council Committee
(B) State School Games Federation Board
(C) Zonal Cultural and Sports Committee
(D) Regional Extracurricular Activities Board

35. The National Festival "Kala Utsav", actively promoted in Delhi schools, focuses on nurturing and showcasing talent in which specific domain among school students?
(A) Traditional Arts, Crafts, Music, and Dance
(B) Innovation in Science and Technology

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(B) Approve the fee hike proposal while issuing a formal warning against future transfers
(C) Approve the fee hike proposal subject to reducing the requested quantum by 50%
(D) Refer the matter directly to the Central Board of Secondary Education for disaffiliation

18. According to regulations governing fee structures in private unaided schools in Delhi, the "Development Fee" charged from students must NOT exceed what percentage of the total tuition fee?
(A) 10%
(B) 15%
(C) 20%
(D) 25%

19. Under the Delhi School Education Act and Rules (DSEAR) 1973, which fee head is strictly prohibited from being charged by any recognised school in Delhi?
(A) Capitation Fee
(B) Annual Charges
(C) Pupil Welfare Fund
(D) Earmarked Levies

20. Which historic judgement of the Supreme Court of India is frequently cited to regulate the fee structures and prevent the commercialisation of education in private unaided schools of Delhi?
(A) Unni Krishnan vs. State of Andhra Pradesh
(B) TMA Pai Foundation vs. State of Karnataka
(C) Pramati Educational and Cultural Trust vs. Union of India
(D) Modern School vs. Union of India

21. Which branch of the DoE is exclusively dedicated to addressing complaints, representations, and policy matters regarding fee structures of private schools?
(A) Act-I Branch (Litigation and Legal Affairs)
(B) PSFM Branch / Fee Anomaly Committee
(C) Caretaking and Maintenance Branch
(D) Estate and Infrastructure Branch

22. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The DoE strictly prohibits private unaided schools from forcing parents to purchase textbooks and uniforms from specific designated vendors.
Reason (R): Forcing parents to buy from specific vendors violates the principles of anti-commercialisation and restricts the parents' right to choose in a competitive market.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

23. A senior teacher has been working in the same Delhi government school for 12 years. The DoE issues an online transfer drive circular mandating standard tenures. The teacher requests retention on medical grounds. As the Head of School, what is the correct procedural action?
(A) Cancel the teacher's transfer locally using HOS discretionary powers and retain them in school.
(B) Allow the teacher to proceed on long sanctioned leave until the entire transfer drive is completed.
(C) Instruct the teacher to immediately report to the newly allotted school without considering any grounds.
(D) Forward medical documents via the online module to the competent authority.

24. Consider the following statements regarding the transfer and posting policies for teachers under DoE, GNCTD:
I. The online transfer module automatically calculates points based on tenure, distance, and special categories like disability or terminal illness.
II. Mutual transfers between two teachers of the same post and subject can be processed outside the regular annual transfer drive under specific guidelines.
III. Teachers declared "surplus" due to a drop in student enrolment are exempted from transfer to other schools.
IV. The Head of School is completely immune from periodic transfers to ensure institutional stability.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I, II and IV only
(D) I, III and IV only

25. What is the standard maximum tenure a teacher can generally serve in a single government school under the DoE before being mandated for transfer under the general transfer guidelines?

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harassment and obligates supervisory officers to take appropriate administrative measures to prevent workplace sexual harassment within their official jurisdiction.

97. (C) 86th Amendment Act
The 86th Constitutional Amendment Act, 2002 fundamentally transformed the right to education in India by inserting Article 21A into Part III of the Constitution. This amendment made free and compulsory education a fundamental right for all children aged six to fourteen years, placing a statutory obligation on the state authorities.

98. (A) Human rights of the mother and nutrition rights of the infant
Section 11 of the Maternity Benefit Act mandates daily nursing breaks for mothers until their child reaches fifteen months of age. Denying these statutory breaks infringes upon the reproductive rights and workplace protection of the mother, while simultaneously violating the infant's fundamental right to adequate nutrition, health, and proper healthy physical development.

99. (C) Weight given to an older child's views based on age and maturity
The principle of evolving capacities recognizes that as children mature, their cognitive abilities and judgment develop, enabling them to exercise increasing autonomy. Article 12 of the UNCRC reflects this principle by mandating that the views expressed by a child must be given due weight in accordance with their evolving age and maturity level.

100. (D) Conducting sensitization workshops on human rights for staff and students
Conducting sensitization workshops on human rights for staff and students serves as a primary preventive measure. Proactive educational and awareness programs foster a rights-respecting culture, build empathy, and eliminate systemic biases, thereby preventing human rights violations from occurring, whereas grievance mechanisms and disciplinary inquiries function primarily as reactive or remedial administrative actions.

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(C) Entrepreneurial pitches and startup models
(D) Foundation literacy and numeracy skills

36. A Principal receives funds under the Pupil Welfare Fund (PWF). The Student Council requests the Principal to utilize a portion of this fund to purchase refreshments for an upcoming cultural event. According to DoE financial guidelines, is this expenditure permissible?
(A) No, PWF funds can strictly only be utilized for major structural repairs and civil works of the school building.
(B) No, all refreshment costs for events must exclusively be borne through mandatory teachers' personal contributions.
(C) Yes, but only after obtaining formal prior approval from the Finance Secretary of the GNCTD administration.
(D) Yes, PWF covers student welfare and co-curricular development activities.

37. Which of the following is strictly prohibited during the execution of co-curricular activities and school events in DoE schools?
(A) Organizing inter-house debates and literary activities during regular school hours
(B) Forcefully collecting funds from students for external exams
(C) Celebrating key national days including Republic Day and Independence Day with students
(D) Utilizing the main school playground for hosting zonal level sports matches

38. What is the primary objective of "Mission Buniyaad", a flagship initiative of the Directorate of Education, Delhi?
(A) To provide free digital tablets and high-speed internet to all senior secondary students across Delhi
(B) To comprehensively train secondary teachers in advanced coding, robotics, and artificial intelligence
(C) To ensure students in Classes III to VIII attain foundational literacy and numeracy
(D) To upgrade existing sports infrastructure of all government schools strictly to Olympic standards

39. Under Mission Buniyaad, students are assessed and grouped for targeted interventions based on their learning levels rather than their enrolled grade. Which tool is widely adapted to conduct this baseline assessment?
(A) Wechsler Intelligence Scale
(B) Stanford-Binet Test
(C) Rorschach Inkblot Test
(D) ASER testing tool

40. For the language reading assessment in Mission Buniyaad, which of the following represents the highest learning level a child can achieve on the standardized tool?
(A) Letter level
(B) Word level
(C) Paragraph level
(D) Story level

41. During the implementation of Mission Buniyaad, a school Principal notices that a significant number of Class VII students are at the 'Beginner' level in Mathematics. What is the procedurally correct pedagogical action expected of the Head of School in this situation?
(A) Immediately demote the struggling students to Class III until their basic performance improves significantly.
(B) Organize targeted remedial classes focusing on foundational number operations.
(C) Issue an official show-cause notice directly to the students' parents citing educational neglect.
(D) Force the students to sit for a mandatory public board examination to evaluate their academic merit.

42. In the Mathematics assessment tool used for Mission Buniyaad, what is the sequence of learning levels from lowest to highest?
(A) Beginner → Number (1-9) → Number (10-99) → Subtraction → Division
(B) Division → Subtraction → Number Recognition (10-99) → Number Recognition (1-9) → Beginner
(C) Beginner → Addition → Multiplication → Division → Fractions → Advanced Decimals
(D) Number Recognition (1-9) → Beginner → Subtraction → Division → Algebra

43. Consider the following statements regarding Mission Buniyaad:
I. It strictly targets only students of Classes I and II.
II. Specialized learning materials and modules are provided by SCERT/DoE for targeted teaching.
III. Mega PTMs are organized specifically to share the progress of students under this

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77. (C) The Vienna Declaration
The Vienna Declaration and Programme of Action, adopted at the World Conference on Human Rights in 1993, called upon states to eradicate illiteracy and promote human rights education. This led the United Nations General Assembly to formally proclaim the period from 1995 to 2004 as the UN Decade for Human Rights Education.

78. (D) A violation of rights protected under the Maternity Benefit Act.
Under the Maternity Benefit (Amendment) Act, 2017, female employees are legally entitled to twenty-six weeks of paid maternity leave for their first two surviving children. Refusing full maternity leave based on institutional staffing shortages constitutes an unlawful administrative action that violates statutory employment rights and protections guaranteeing maternal and infant child health.

79. (A) Vishaka v. State of Rajasthan
In Vishaka v. State of Rajasthan (1997), the Supreme Court of India recognized workplace sexual harassment as a violation of fundamental human rights under Articles 14, 15, and 21. The Court issued comprehensive guidelines to prevent sexual harassment in workplaces, which eventually laid the groundwork for enacting the POSH Act in 2013.

80. (A) I, II and IV only
The Equal Remuneration Act, 1976 ensures equal wages for men and women, while the Maternity Benefit Act mandates crèches in establishments employing fifty or more workers. Article 42 directs just conditions of work. Statement III is incorrect because India ratified the Convention on the Elimination of All Forms of Discrimination Against Women in 1993.

81. (B) CEDAW (Convention on Discrimination Against Women)
The Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), adopted by the UN General Assembly in 1979, is widely described as an international bill of rights for women. It defines discrimination against women and sets up an international agenda for national action to guarantee equal rights in all spheres.

82. (A) Terminating a female contractual teacher upon discovering her pregnancy.
Terminating a female teacher on grounds of pregnancy constitutes unlawful gender discrimination and a direct violation of fundamental human rights. Reproductive rights and protection against arbitrary termination due to pregnancy are legally protected under both international labor standards and domestic legislation, prohibiting employers from penalizing female workers for pregnancy or maternity status.

83. (C) Prohibiting the return of refugees to countries where their life or freedom is threatened.
Non-refoulement is a fundamental principle of international refugee law embodied in Article 33 of the 1951 Refugee Convention. It explicitly prohibits states from transferring, extraditing, or forcibly returning refugees or asylum seekers to any territory where their life, physical safety, or personal freedom would be threatened due to race, religion, or persecution.

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84. (D) Right to privacy
Installing surveillance cameras inside private facilities such as staff restrooms constitutes an egregious and unlawful intrusion upon personal privacy. The right to privacy, protected as a fundamental right under Article 21 of the Indian Constitution, ensures protection against unwarranted surveillance and mandates respect for individual dignity in sensitive personal private physical spaces.

85. (D) A is false but R is true
In human rights pedagogy, multiple-choice tests evaluating treaty memorization represent inadequate metrics for measuring human rights culture. While cognitive recall of legal provisions offers an indicator of factual knowledge, internalizing human rights requires demonstrating empathetic attitudes, active defense of dignity, critical reflection, and practical application of rights principles in everyday interactions.

86. (B) Section 12(c)
Section 12(c) of the Protection of Human Rights Act, 1993 specifically empowers the National Human Rights Commission to visit, under intimation to the State Government, any jail or other institution under the control of the State Government where persons are detained,

opening ritual mandated for the Deshbhakti class?
(A) Singing the National Anthem together for 10 minutes
(B) Reciting the entire Preamble of the Constitution out loud
(C) Conducting a formal march-past led by the class monitor
(D) Deshbhakti Dhyan for 5 minutes

53. Consider the following statements regarding the Deshbhakti Curriculum:
I. The curriculum revolves around three core themes: Self & Family, Society, and Nation.
II. It is entirely integrated into the History syllabus and does not have a separate period.
III. Assessment is continuous and qualitative, focusing on self-reflection and peer observation.
Which of the statements given above is/are correct?
(A) I only
(B) I and III only
(C) II and III only
(D) I, II and III

54. Which of the following best describes the nature of the Deshbhakti Curriculum?
(A) Didactic and heavily dependent on prescribed history textbooks
(B) Punitive, aimed at identifying anti-national behavior
(C) Experiential, reflective, and discussion-based
(D) Exclusively focused on military training

55. Inspections in DoE schools are categorised into different types. Which type of inspection is typically conducted without prior notice to check punctuality, staff attendance, and basic hygiene?
(A) Annual Panel Inspection
(B) Academic Inspection
(C) Statutory Audit
(D) Surprise Inspection

56. During an Annual Panel Inspection, a team constituted by the District DDE visits a school. Which of the following areas falls OUTSIDE the conventional purview of this inspection team?
(A) Checking structural integrity and civil engineering blueprints of the school building
(B) Comprehensive verification of the school cash book, financial logs, and statutory registers
(C) Regular observation of daily classroom teaching methods and overall pedagogical practices
(D) Thoroughly reviewing the implementation of key DoE circulars and academic initiatives

57. Under the Delhi School Education Act and Rules (DSEAR) 1973, who holds the statutory power to order the inspection of any recognized school in Delhi?
(A) The Chief Minister of the Government of NCT of Delhi
(B) The Director of Education or an authorized officer
(C) The Chairperson of the Central Board of Secondary Education
(D) The Mayor of the Municipal Corporation of Delhi

NODIA

58. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Contemporary DoE guidelines on school inspections emphasize "Academic Mentoring" over traditional "Fault-finding".
Reason (R): Mentoring by inspecting officers helps Heads of Schools and teachers identify pedagogical gaps and collaboratively develop strategies for institutional improvement.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

59. A Head of School receives an inspection report detailing several deficiencies in the maintenance of school records. According to standard DoE administrative procedure, what is the mandatory next step for the Head of School?
(A) Submit a point-wise Action Taken Report (ATR) within the stipulated timeframe.
(B) Discard the inspection report completely, treating it as purely advisory in nature.
(C) File a formal legal complaint or defamation suit against the visiting inspection team.
(D) Request an immediate administrative transfer to another school to avoid accountability.

60. For the execution of major civil works, construction of new classrooms, and structural maintenance in DoE schools, which government agency is primarily designated as the executing agency?

76. In the context of the DoE's digital governance, what does the 'Student Module' on the MIS portal primarily track?
(A) Real-time satellite GPS tracking location of all enrolled school students
(B) Detailed nutritional value of mid-day meals consumed daily by each student
(C) Student admissions, attendance, marks, and transfer certificates
(D) Comprehensive financial income details and tax records of the student's family

77. A parent seeks a School Leaving Certificate (SLC) for their child mid-session. According to DoE guidelines, what is the maximum time limit prescribed for a government school to issue the SLC once all dues are cleared?
(A) 3 working days
(B) 7 working days
(C) 15 working days
(D) 30 working days

78. A Principal observes that the mid-day meal (PM POSHAN) supplied by the centralized kitchen is emitting a foul smell. What is the immediate administrative action required by the Principal?
(A) Serve the meal as usual but issue a stern verbal warning asking students to eat cautiously.
(B) Immediately send the entire food supply back and close the school for the rest of the day.
(C) Halt distribution, arrange alternate dry food, and notify MDM authorities immediately.
(D) Completely ignore the smell since the meal was supplied by a government-approved vendor.

79. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Head of School is required to maintain a transparent and updated 'Cash Book'.
Reason (R): The Cash Book is the primary statutory financial register that records all daily receipts and payments, ensuring financial propriety and accountability.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

80. The Directorate of Education mandates the constitution of a "School Safety Committee". Which of the following is NOT a typical responsibility of this committee?
(A) Conducting mock fire and earthquake drills
(B) Ensuring functioning of CCTV cameras and restricted entry
(C) Checking structural hazards in the school building
(D) Preparing the question papers for internal examinations

81. Under the EMC 'Business Blasters' initiative, how are the final top student teams typically recognized and rewarded by the GNCTD?
(A) They receive seed investment, mentorship, and direct admission to premier state universities.
(B) They are automatically granted direct merit admissions to top government medical colleges in Delhi.
(C) They are immediately absorbed as regular permanent administrative employees within the DoE framework.
(D) They are granted full statutory exemptions from all state and central personal taxes for life.

82. Which curriculum introduced by the DoE focuses on creating 'mindful, aware, and active citizens' through stories of freedom fighters and contemporary role models without subjecting them to formal written exams?
(A) Entrepreneurship Mindset Curriculum
(B) Happiness Curriculum
(C) Deshbhakti Curriculum
(D) STEM Curriculum

83. The School Management Committee (SMC) of a DoE school wishes to utilize the SMC fund to hire an agency to train students in classical dance for a month. Does the SMC have the authority to do this?
(A) Yes, SMC funds can engage resource persons for student development following GFR rules.
(B) No, SMC funds are legally prohibited from being utilized for any student-centric activities whatsoever.
(C) No, only the Chief Minister or Education Minister can directly authorize dance training in government schools.
(D) Yes, but the classical dance training must strictly be restricted to school teachers and

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(A) The Head of School, regardless of gender
(B) A senior male teacher
(C) The District Deputy Director of Education
(D) A senior female employee of the school

69. Consider the following statements regarding the grievance redressal mechanism for parents in DoE schools:
I. Parents can register their grievances during the Mega PTMs directly with the teachers or HOS.
II. SMC members play an active role in mediating and resolving localized grievances of parents.
III. Grievances submitted on the PGMS portal must be resolved in a time-bound manner by the designated nodal officer.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

70. Consider the following statements regarding the deployment of Guest Teachers in DoE schools:
I. Guest teachers are engaged against vacant posts to ensure uninterrupted teaching-learning.
II. Guest teachers are entitled to the same provident fund and pension benefits as regular teachers.
III. Their engagement is typically valid for one academic session and subject to the availability of regular teachers.
Which of the statements given above is/are correct?
(A) I only
(B) I and III only
(C) II and III only
(D) I, II and III

71. The "Chunauti" scheme, an early predecessor and complementary framework to Mission Buniyaad in Delhi, fundamentally targeted which administrative and pedagogical objective?
(A) Providing specialized vocational skill training to out-of-school dropouts
(B) Identifying and nurturing high-potential sporting talent for Olympic games
(C) Comprehensively upgrading physical infrastructure of city heritage schools
(D) Grouping children by learning abilities to bridge learning deficits

72. Which of the following best describes the "Pratibha" group under the learning level categorisation in DoE schools?
(A) Students performing at or near grade level in basic skills
(B) Students unable to read simple words or recognize basic single-digit numbers
(C) Students who have dropped out of school and require urgent mainstreaming
(D) Students who are exclusively enrolled in specialized state sports academies

73. What is the primary administrative and pedagogical purpose of maintaining a "Teacher's Diary" in schools?
(A) To formally record financial contributions made by the teacher to school welfare funds
(B) To plan, execute, and reflect upon daily classroom teaching
(C) To meticulously maintain a log of the teacher's daily personal and travel expenses
(D) To systematically track and monitor the daily attendance of the Head of School

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74. If a recognized private unaided school fails to comply with the directions of the DoE regarding fee regulation or admissions, what is the ultimate penal action the Director of Education can take under DSEAR 1973?
(A) Arrest the Manager of the school
(B) Withdraw the recognition of the school
(C) Confiscate the personal properties of the teachers
(D) Force the school to adopt the CBSE syllabus

75. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The DoE prohibits corporal punishment in all its schools, adhering to the provisions of the RTE Act.
Reason (R): Corporal punishment is recognized as an effective but outdated tool for maintaining classroom discipline and enforcing academic rigor.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

(C) Merging or splitting sections to optimize the PTR based on enrolment.
(D) Transferring all routine school administrative duties directly to clerical staff.

93. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The DoE strictly monitors the transition rate of students from Class VIII to Class IX in all its schools.
Reason (R): Since the no-detention policy under the RTE Act ends at Class VIII, monitoring this transition helps identify schools with high failure rates and pinpoint areas needing academic intervention.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

94. The DoE provides a specific "Library Grant" to schools. Which of the following is an INCORRECT practice regarding the utilization of this grant?
(A) Purchasing age-appropriate storybooks and reference materials
(B) Subscribing to educational magazines and daily newspapers
(C) Printing school examination question papers
(D) Procuring books recommended by the SCERT/NCERT

95. To promote digital learning, many classrooms are equipped with 'Smart Boards'. The primary responsibility for the safe custody and regular academic use of this hardware in the classroom lies with:
(A) The Head of School exclusively in their official capacity
(B) The Subject Teacher and Class Teacher
(C) The designated School Estate Manager
(D) The local School Management Committee members

96. A student in Class X has not attended school for 15 consecutive days without any application or notice. Under the DoE guidelines regarding attendance and striking off names, what is the appropriate procedure the HOS must follow?
(A) Strike off the student's name immediately on the 16th day without issuing prior notice.
(B) Register a formal Police FIR against the parents for neglect causing child absenteeism.
(C) Automatically detain the student in the exact same class section for the next academic year.
(D) Send notice to parents, await response, and proceed per rules if unanswered.

97. During the admission period, a parent approaches the Principal stating they do not have a birth certificate for their child, but they have an Anganwadi record and a self-declaration affidavit. Under the provisions of the Right to Education (RTE) Act, should the Principal grant admission to Class I?
(A) Yes, Anganwadi records and self-declarations are valid age proofs under RTE.
(B) No, strictly only a formal Municipal Corporation birth certificate is legally valid for admission.
(C) No, the application must be rejected and the parent directed to a private unaided school.
(D) Yes, but the child must mandatory be admitted to Nursery instead of Class I regardless of age.

98. Which of the following registers is statutorily required to be maintained by the school for recording the service details, leave accounts, and pay fixation of regular teachers?
(A) Contingent Register
(B) Acquittance Roll
(C) Service Book
(D) Log Book

99. At the national and state level, what is the primary function of the "Shagun" portal?
(A) To store best practices and monitor Samagra Shiksha implementation
(B) To track the monthly disbursement of pensions to all retired government school teachers
(C) To facilitate online social networking and dating for active government service employees
(D) To track and maintain records of official international travel undertaken by Head of Schools

100. Under the Right to Education Act guidelines, the 'School Management Committee (SMC)' in a government school must consist of what percentage of parents or guardians of students studying in that school?

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not extended to students.

84. What is the standard frequency of the Mega Parent Teacher Meeting (PTM) organized uniformly across all DoE schools?
(A) Every single week during term
(B) On a mandatory monthly basis
(C) Bi-annually (twice a year)
(D) Once every five academic years

85. A teacher has repeatedly failed to report to school on time and has unauthorized absences. After issuing multiple verbal warnings, the Head of School decides to initiate formal disciplinary action. What is the procedurally correct first step?
(A) Immediately terminate the teacher's government service without initiating any inquiry.
(B) Issue a formal Show Cause Notice seeking a written explanation.
(C) Order the complete withholding of the teacher's salary for six months without prior notice.
(D) Manually order the immediate administrative transfer of the teacher to a remote zone.

86. Which branch of the DoE issues circulars related to the implementation of the Right to Information (RTI) Act within the Directorate and designates Public Information Officers (PIOs)?
(A) Estate Branch
(B) Sports Branch
(C) RTI Branch
(D) Examination Branch

87. In the context of school admissions in Delhi, what does the term 'EWS/DG' category stand for?
(A) Economically Weak Students / Disabled Group Category
(B) Education Welfare Society / District Group Division
(C) Early Warning System / Development Group Category
(D) Economically Weaker Section / Disadvantaged Group

88. For resolving grievances of teaching staff related to service matters (e.g., MACP, arrears, leave encashment), the DoE has a structured mechanism. If a grievance is not resolved by the Head of School, where is it escalated next?
(A) Zonal Deputy Director of Education
(B) Lieutenant Governor of Delhi
(C) Central Administrative Tribunal (CAT) directly
(D) Ministry of Education, Government of India

89. In the context of school infrastructure maintenance, what does the "BaLa" concept stand for, which Head of Schools are encouraged to implement?
(A) Basic Architecture for Local Administration
(B) Building as Learning Aid
(C) Books and Learning Amenities
(D) Budgetary Allocation for Learning Apps

90. Which of the following tasks is the primary responsibility of the 'Estate Branch' of the Directorate of Education?
(A) Managing all legal litigation concerning syllabus and academic curriculum disputes
(B) Managing school land, building records, and major civil repair works
(C) Conducting the detailed statutory financial audit of the Pupil Welfare Fund
(D) Overseeing the procurement and distribution of free textbooks to all students

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91. Consider the following statements regarding the deployment of security personnel and sanitation staff in DoE schools:
I. They are generally deployed through outsourced private agencies empanelled by the DoE.
II. The Head of School is responsible for verifying their daily attendance on the MIS portal.
III. The Head of School has the power to directly permanently dismiss an outsourced worker and hire a replacement from the local market.
IV. Payments to the outsourcing agencies are processed based on the attendance verified by the school.
Which of the statements given above are correct?
(A) I, II and III only
(B) II, III and IV only
(C) I, II and IV only
(D) I, III and IV only

92. What does the process of 'Rationalization of Sections' in a school entail?
(A) Redefining and re-allocating the school's entire official geographical jurisdiction.
(B) Permanently reducing the academic syllabus by 30% to lower student exam pressure.

ANSWERS

1. (A) Director of Education
The Director of Education serves as the principal executive head of the Directorate of Education within the Government of NCT of Delhi. This office holds overall administrative, financial, and operational control over school education across the territory. Higher administrative framing occurs at the secretarial level, but direct execution and operational leadership rest squarely with this director.

2. (C) Establishment Branch
The Establishment Branch within the Directorate of Education manages human resource administration for teaching and non-teaching personnel. Its primary responsibilities include post-fixation, staff rationalisation, promotions, transfers, and service conditions across public schools. By monitoring enrolment figures against staff sanctions, this branch ensures equitable distribution and optimal utilization of manpower throughout the institutional network of the territory.

3. (B) I and III only
Regional Directors of Education oversee administrative matters across multiple educational districts within their assigned jurisdiction. Concurrently, the specialized School Plant branch functions at headquarters to monitor civil construction, infrastructure expansion, and structural maintenance of school premises. However, zonal officers report directly to district authorities rather than bypassing them, maintaining the established hierarchy within the educational administration framework.

4. (D) Regulating recognised private unaided and aided school matters
The Act-I and Act-II branches of the Directorate of Education handle legal, regulatory, and administrative compliance for private schools under the Delhi School Education Act and Rules. Their core duties cover processing recognition, managing regulatory oversight, monitoring fee structures, ensuring statutory compliance, and resolving administrative matters concerning aided and unaided educational institutions across the state.

5. (B) The transition of students from feeder MCD/ NDMC schools to DoE schools
Plan Admissions represent a structured administrative process facilitating the smooth transition of students completing primary education in feeder schools, such as those run by local municipal bodies, into secondary schools managed by the Directorate of Education. This systemic mapping guarantees continued access to free public schooling without unnecessary procedural delays or loss of academic continuity.

6. (C) DDE (Zone) → SPE → Head of School → Teacher
Administrative authority in Delhi school governance follows a structured chain of command from regional supervision down to classroom delivery. The Deputy Director of Education at the zonal level supervises administrative zones, assisted by School Primary Education officers. These officials oversee the Head of School, who directly manages individual institutional operations and guides teaching staff in classroom execution.

7. (D) National Means-cum-Merit Scholarship (NMMS) examinations
The Science Branch of the Directorate of Education promotes scientific temper, talent searches, and academic scholarship schemes. Beyond managing state science exhibitions and fairs, this specialised branch is tasked with conducting statutory talent and merit examinations, including the National Means-cum-Merit Scholarship exam, to support meritorious students from economically weaker backgrounds across the territory.

8. (A) Both A and R are true and R is the correct explanation of A
Decentralising administrative authority into educational districts and zones enables the educational system to function with higher efficiency and accountability. Dividing large territories into smaller units brings supervision closer to schools, facilitates swift grievance resolution, and guarantees that policy directives are monitored and implemented effectively at the field level across all public academic institutions.

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(A) 25%
(B) 33%
(C) 50%
(D) 75%

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18. (B) 15%
Financial regulations governing private unaided recognized schools stipulate strict caps on supplementary charges to prevent commercialisation. Development fees charged from students must be earmarked for equipment replacement and facility enhancement, and this fee cannot exceed fifteen percent of the total annual tuition fee collected, provided the school maintains a separate designated development fund account.

19. (A) Capitation Fee
Statute law governing educational institutions in Delhi strictly outlaws the demand or collection of capitation fees or donations under any pretext. Charging non-refundable entry levies or mandatory donations as a condition for school admission is illegal. Schools are limited strictly to approved fee structures, guaranteeing that financial considerations do not compromise fair educational opportunity.

20. (D) Modern School vs. Union of India
The landmark Supreme Court ruling in Modern School versus Union of India established fundamental legal principles regarding fee regulation in private unaided schools. The judgment affirmed the regulatory authority of educational departments to inspect school accounts, curb commercialisation, prevent profiteering, and ensure that development fees and operational funds are utilized strictly according to established legal frameworks.

21. (B) PSFM Branch / Fee Anomaly Committee
The Private School Financial Matters Branch, alongside the designated Fee Anomaly Committees at the district level, operates to address public grievances regarding fee structures in private schools. These dedicated bodies examine financial statements, investigate unauthorized fee hikes, process parental complaints, and ensure strict compliance with statutory regulations concerning transparency in educational fee schedules.

22. (A) Both A and R are true and R is the correct explanation of A
Mandating parents to buy textbooks, stationery, or school uniforms from specific designated vendors creates commercial monopolies and inflates educational expenses. Directives from educational authorities strictly prohibit private schools from forcing such vendor choices on families. Restricting vendor exclusivity safeguards consumer rights, ensures market competition, and prevents commercial exploitation under the guise of standardized school attire and books.

23. (D) Forward medical documents via the online module to the competent authority.
Administrative transfers of teaching staff are managed through standardized digital systems to ensure transparency and objectivity. When a teacher seeks exemption or retention on special grounds such as medical conditions, institutional heads cannot grant local waivers. The correct procedure requires submitting official supporting documentation through the centralized online transfer module for review by competent departmental authorities.

24. (A) I and II only
Teacher transfer policies utilize automated digital platforms that award priority points for parameters like tenure, medical conditions, and disability. Mutual transfers between consenting teachers holding identical posts and subjects are allowed under specific guidelines. However, surplus staff are subject to redeployment, and institutional heads remain subject to routine administrative postings to maintain operational efficacy.

25. (C) 10 years
To ensure administrative vitality and balanced distribution of experienced faculty across all public schools, operational guidelines prescribe standard maximum tenures. A teacher generally serves up to ten continuous years in a single school before becoming eligible for transfer under regular annual transfer drives, thereby supporting equitable deployment of human resources across different educational zones.

26. (B) Annual Confidential Report (ACR) grading
The Management Information System computes objective priority scores for online teacher transfers by evaluating parameters such as continuous institutional tenure, physical disability, spouse employment status in government sectors, and special recognitions like national or state teaching awards. Annual performance evaluations or confidential reporting grades are excluded from this quantitative score calculation to ensure unbiased system processing.

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9. (C) 13
To ensure smooth governance and effective monitoring of thousands of public and private schools, the Directorate of Education in Delhi is organized into thirteen administrative educational districts. Each district is further divided into specific zones, allowing local educational authorities to oversee school operations, manage staff deployments, and address community grievances efficiently within their respective jurisdictions.

10. (B) Deputy Director of Education (Zone)
When facing external interference or operational challenges during administrative processes like school admissions, the Head of School must follow the established reporting hierarchy. The Deputy Director of Education at the zonal level represents the immediate administrative supervisor responsible for providing guidance, upholding official guidelines, and taking necessary action to protect institutional operations from unauthorized pressure.

11. (A) Vidyalaya Kalyan Samiti (VKS) / School Management Committee (SMC)
School Management Committees and Vidyalaya Kalyan Samitis function as grass-root institutional bodies designed to foster community involvement and democratic governance in public schools. They supervise infrastructure maintenance, oversee small-scale civil works, manage designated school funds, and actively involve local community members and parents in monitoring academic growth and overall school safety and development.

12. (B) Up to 30 days
To accommodate genuine parental requests and ensure equitable access to foundational learning, institutional heads in public schools possess discretionary authority regarding age eligibility criteria. A Head of School can grant age relaxation up to thirty days on both the upper and lower age limits for children seeking admission into entry-level classes like Nursery, Kindergarten, and Class I.

13. (D) Edudel
The official portal of the Directorate of Education, Edudel, serves as the central digital platform for educational administration in Delhi. It hosts the centralized online admission module for the Economically Weaker Section and Disadvantaged Group categories in private unaided recognized schools, ensuring transparent application processing, automated computerized draws, and streamlined seat allotment across the region.

14. (C) Transfer Certificate (TC)
Under statutory provisions guaranteeing universal access to elementary education, no child seeking admission in public schools can be denied entry due to lack of traditional documentation. While age or residence proofs are documented for administrative convenience, the absence of a formal Transfer Certificate cannot serve as a valid ground to refuse provisional admission to any eligible student.

15. (B) Parental interviews
Statutory regulations governing entry-level admissions prohibit screening procedures that evaluate or interview children and their parents. While objective points systems based on neighbourhood distance, sibling enrollment, or alumni background are permitted, conducting parental interviews or written assessments is strictly banned to prevent discrimination and ensure fair access to education for all children during admission processes.

16. (D) Seeking prior approval from the Director of Education
Private unaided schools operating on land allotted by government agencies under concessional terms are bound by specific public service covenants. These institutions cannot unilaterally increase student fees without prior regulatory scrutiny. They must formally submit detailed financial accounts and fee proposals to obtain explicit approval from the Director of Education prior to implementing any fee hike.

17. (A) Reject the fee hike proposal due to fund misutilisation
Educational institutions operate under a mandate of financial non-profitability, where collected revenues must remain dedicated exclusively to institutional operations and student welfare. If financial scrutiny reveals unauthorized diversion of funds to parent trusts or non-educational activities, regulatory authorities are mandated under statutory school rules to reject any pending proposals seeking approval for a fee hike.

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(A) Delhi Police Housing and Infrastructure Corporation
(B) Delhi Jal Board Maintenance Division
(C) Public Works Department (PWD) / DTTDC / DSIIDC
(D) Municipal Corporation of Delhi (MCD) Education Wing

61. The Vidyalaya Kalyan Samiti (VKS) fund is provided to Head of Schools primarily for which purpose?
(A) To pay the monthly salaries and allowances of temporary guest teachers in schools
(B) To fully fund international exposure visits and educational tours for merit students
(C) To purchase official administrative vehicles for the Directorate of Education staff
(D) To meet minor repair, maintenance, and infrastructure upkeep expenses

62. A sudden short-circuit damages the electrical wiring in a classroom, rendering it unsafe. The repair requires an immediate expenditure of Rs. 15,000. As the Head of School, what is the most appropriate financial mechanism to address this urgent issue according to DoE guidelines?
(A) Wait for the next financial year's formal budget allocation under the Major Works head.
(B) Ask the enrolled students of that specific class to collectively fund the wiring repair.
(C) Utilize VKS/SMC funds to execute the urgent repair under GFR rules.
(D) Permanently close the affected classroom and merge all students into another section.

63. Consider the following statements regarding the maintenance of school infrastructure under DoE:
I. The Head of School is the sole decision-maker for utilizing the VKS fund without any committee approval.
II. The VKS committee must mandate the prioritization of civil and electrical repairs concerning student safety.
III. Structural alterations to the school building, such as demolishing a load-bearing wall, can be done freely using VKS funds.
IV. Proper minutes of the VKS meetings must be recorded and maintained for audit purposes.
Which of the statements given above are correct?
(A) I and III only
(B) II and IV only
(C) I, II and IV only
(D) II, III and IV only

64. The rationalization of teachers is primarily driven by the Pupil-Teacher Ratio (PTR). What is the prescribed PTR for Upper Primary classes (VI-VIII) under the RTE Act framework?
(A) 30:1
(B) 35:1
(C) 40:1
(D) 45:1

65. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): The Directorate of Education conducts annual rationalization of teaching staff across all districts.
Reason (R): Rationalization ensures the equitable distribution of teachers, preventing situations where some schools have a severe shortage while others have a surplus of teachers.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

66. During the post-fixation exercise, it is determined that a school requires 5 TGT English teachers, but 7 are currently posted. How are the 2 surplus teachers typically identified for transfer?
(A) By directly selecting the two senior-most teachers currently working in the school
(B) By conducting a competitive written assessment test among all 7 subject teachers
(C) By identifying the two teachers with the longest stay in the school
(D) By letting the local School Management Committee conduct a formal voting process

67. Which of the following is NOT a valid platform or mechanism for grievance redressal provided by the DoE for staff and citizens?
(A) Central Board of Direct Taxes (CBDT) Portal
(B) Public Grievance Monitoring System (PGMS) Portal
(C) Edudel Grievance Module
(D) Internal Complaints Committee (ICC)

68. According to the Protection of Women from Sexual Harassment (POSH) Act compliance in schools, every school must constitute an Internal Complaints Committee (ICC). Who must head the ICC?

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27. (A) Identifying surplus or deficit teaching staff based on enrolment
Post-fixation is a vital annual administrative exercise wherein student enrolment figures across all classes are audited against current staff strength. The primary objective is calculating subject-wise teaching requirements according to established pupil-teacher ratios, thereby identifying local surpluses or deficits and enabling necessary staff adjustments to maintain standard teaching conditions throughout all schools.

28. (C) Last in, First out (Junior-most teacher in the school is transferred)
When student enrolment drops and results in excess teaching positions within a specific subject, administrative rules prescribe systematic criteria for declaring staff surplus. The established operational rule follows the principle where the teacher with the shortest institutional tenure in that specific school is declared surplus first, ensuring an objective, transparent, and fair redeployment process.

29. (D) Uniformity in academic schedules, examinations, and holidays across DoE schools
The Centralized Academic Calendar serves as a unified operational roadmap for all government and aided schools. It establishes synchronized schedules for curriculum delivery, term holidays, co-curricular events, and common term examinations across the system, ensuring consistent academic pace, equal preparation time, and efficient system-wide planning across every district in the territory throughout the academic year.

30. (C) Examination Branch
The Examination Branch at the departmental headquarters holds primary administrative responsibility for organizing, scheduling, and evaluating common assessments. It designs uniform date sheets, formulates standardized question papers, and sets assessment guidelines for mid-term and annual examinations conducted across all public schools for non-board classes, ensuring academic standardization across the entire territory.

31. (C) 220 days
Statutory regulations under the Right to Education framework mandate minimum structural standards for school functioning to guarantee sufficient instructional time. For upper primary levels, comprising classes six through eight, schools must complete at least two hundred and twenty instructional working days per academic year, alongside fulfilling mandated annual instructional clock hours for student learning.

32. (D) Edudel MIS portal
Student academic performance, evaluation metrics, and annual examination results in government schools are systematically integrated into centralized digital infrastructure. Teachers and school leaders process marks, compile broadsheets, and generate official performance reports using dedicated assessment modules on the Edudel Management Information System portal, ensuring accurate, centralized data management across the entire state school system.

33. (A) Subject Enrichment Activities and Portfolios
Continuous internal assessment in secondary education complements formal end-of-year examinations by evaluating diverse learning facets. Out of the allocated internal assessment weightage, marks are systematically awarded for subject enrichment activities, practical work, project tasks, notebook maintenance, periodic tests, and student portfolio presentations that reflect comprehensive mastery of curriculum concepts and practical skills.

34. (C) Zonal Cultural and Sports Committee
Co-curricular, sports, and cultural competitions are organized through a multi-tiered administrative structure to encourage broad student participation. At the grassroots level directly above individual schools, the Zonal Cultural and Sports Committee plans, coordinates, and conducts competitions among neighbouring schools, providing a competitive platform before students advance to district and state levels.

35. (A) Traditional Arts, Crafts, Music, and Dance
Kala Utsav is a flagship national initiative designed to promote and celebrate artistic talent among secondary school students. The festival provides a vibrant platform for learners to showcase their skills across diverse traditional art forms, including vocal music, instrumental performance, classical and folk dance, theatrical

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CHAPTER 20

Delhi Government School Admission Guidelines

1. In the context of Delhi Government Schools, which of the following best describes "Non-Plan Admissions"?
(A) Admissions of students transferring from one Delhi Government feeder school to another
(B) Admissions of students from unrecognized schools, dropouts, or those arriving from other states seeking fresh enrolment
(C) Admissions made exclusively under the Economically Weaker Section (EWS) quota
(D) Admissions conducted beyond the sanctioned strength of the school without prior approval

2. Under Rule 145 of the Delhi School Education Rules (DSER) 1973, who is the final authority to grant admission to a student in a recognized school?
(A) The Zonal Education Officer
(B) The Manager of the School Management Committee
(C) The Director of Education
(D) The Head of School

3. As per the Directorate of Education (DoE) guidelines for Delhi Government schools, which of the following is an invalid ground for denying admission to a child at the entry level?
(A) Lack of an Aadhaar card at the time of application
(B) Non-availability of seats in the respective category
(C) Exceeding the maximum age limit prescribed for the class
(D) Expiry of the extended period of admission as notified by DoE

4. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): According to the RTE Act 2009, a child shall be admitted in a school at the commencement of the academic year or within the extended period prescribed.
Reason (R): No child shall be denied admission if such admission is sought subsequent to the extended period.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

5. In Delhi Government schools, the standard online module for managing student admissions, transfers, and attendance is hosted on which of the following portals?
(A) edudel.nic.in
(B) Shagun Portal
(C) UDISE+ Portal
(D) e-Pramaan

6. The Right of Children to Free and Compulsory Education Act, 2009 requires recognized unaided private schools to reserve what percentage of their entry-level seats for EWS/DG and CWSN categories?
(A) 20%
(B) 25%
(C) 33%
(D) 50%

7. According to DoE notifications, the 25% reservation for entry-level admissions in private unaided schools in Delhi is sub-divided into which of the following ratios?
(A) 20% for EWS/DG and 5% for CWSN
(B) 22% for EWS/DG and 3% for CWSN
(C) 15% for EWS, 5% for DG, and 5% for CWSN
(D) 25% combined without specific sub-quotas

8. A parent approaches a Delhi Government school Principal in July seeking admission for their 8-year-old child who has never been to school. Under the RTE Act guidelines, what is the most appropriate action by the Principal?
(A) Deny admission as the child has missed previous academic years

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academic failure. Reorganizing learning spaces according to actual baseline abilities ensures that instruction matches individual student competence. This level-based pedagogical approach allows children to bridge foundational skill gaps effectively before encountering complex, grade-specific subject matter.

45. (B) Nursery to Class VIII
The Happiness Curriculum is integrated across all early childhood and elementary stages of public education, encompassing children from Nursery through Class VIII. Designed to promote social-emotional learning, mental well-being, and mindfulness, the curriculum caters to developing young minds across foundational, preparatory, and middle school years within all state-managed educational institutions.

46. (C) Written examinations
The Happiness Curriculum emphasizes internal reflection, emotional literacy, and self-awareness rather than academic testing. Standard classroom sessions incorporate daily mindfulness exercises, reflective storytelling, and active dialogue. Formal written examinations and numerical grading are deliberately excluded from the framework, ensuring that students engage in self-expression and emotional growth without fear of academic evaluation or competitive pressure.

47. (B) 35-45 minutes
To ensure meaningful social-emotional learning without encroaching on academic subjects, public school timetables dedicate a standard daily time slot for happiness activities. Every school allocates a regular period lasting between thirty-five and forty-five minutes each day, enabling students to practice mindfulness, engage in reflective discussions, and participate in value-oriented group exercises consistently.

48. (D) Through qualitative observation of student behavior and emotional regulation
Evaluating social-emotional progress requires continuous, observational assessment methods rather than traditional paper-pencil tests. Teachers systematically observe student behaviour, emotional self-regulation, mindfulness practice, peer interactions, and active participation during classroom activities. Qualitative feedback and reflective progress tracking replace conventional grading systems, providing a holistic, continuous perspective on a learner's psychological well-being and personal growth.

49. (B) I, II and IV only
The Entrepreneurship Mindset Curriculum builds experiential skills among secondary and senior secondary students from classes nine to twelve. It incorporates the Business Blasters seed funding initiative and live interactive sessions with entrepreneurs. Rather than relying on traditional textbooks or passive memorization of laws, the curriculum emphasizes practical problem-solving, critical thinking, and real-world project development.

50. (C) Rs. 2,000
Under the Business Blasters initiative component of the Entrepreneurship Mindset Curriculum, the state government provides direct financial encouragement to young innovators. Each participating student in senior classes receives seed money worth two thousand rupees, allowing student teams to pool capital, design innovative products or services, conduct market research, and run real micro-business projects.

51. (A) To foster 21st-century skills, transforming students into job providers rather than job seekers
The primary objective of the Entrepreneurship Mindset Curriculum is cultivating essential twenty-first-century skills, including critical thinking, adaptability, risk-taking, and problem-solving. By encouraging creative confidence and business acumen in secondary students, the program aims to shift mindsets from traditional job-seeking toward leadership and innovation, empowering youth to become proactive job creators in the modern economy.

52. (D) Deshbhakti Dhyan for 5 minutes
The Deshbhakti Curriculum seeks to instill civic responsibility, constitutional values, and active patriotism in students. Each daily period opens with a mandatory five-minute practice called Deshbhakti Dhyan. This quiet, reflective session encourages learners to focus their minds, contemplate their love for the country, respect diversity, and connect personally with national duties and community service values.

53. (B) I and III only
The Deshbhakti Curriculum is structured around thematic pillars exploring self, family, society,

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and the nation. Functioning as an independent experiential program rather than a passive sub-component of history, it utilizes continuous qualitative assessment based on self-reflection, group discussions, and peer observations to nurture active citizenship without subjecting students to formal written examinations.

54. (C) Experiential, reflective, and discussion-based
Rather than relying on rote learning of historical dates or didactic lectures, the Deshbhakti Curriculum is designed as an experiential and values-driven framework. It encourages open classroom discussions, self-reflection, case studies, and practical community activities, enabling students to explore constitutional values, civic responsibility, and personal patriotism through interactive dialogue and real-life applications.

55. (D) Surprise Inspection
Educational administration utilizes unannounced visits to evaluate baseline institutional operations and maintain operational discipline. A surprise inspection is conducted without prior notification to school management, allowing inspecting officers to assess real-time teacher attendance, student punctuality, daily cleanliness, safety standards, and the general day-to-day administrative and academic functioning of the school.

56. (A) Checking structural integrity and civil engineering blueprints of the school building
Annual Panel Inspection teams evaluate pedagogical quality, teacher lesson plans, financial logs, cash books, and compliance with administrative circulars. However, technical engineering evaluations, structural integrity audits, and civil blueprint analysis fall strictly outside the purview of academic inspection teams, remaining the exclusive responsibility of specialized public works and civil engineering authorities.

57. (B) The Director of Education or an authorized officer
Under statutory provisions of the Delhi School Education Act and Rules, authority to inspect recognized educational institutions rests with designated departmental officers. The Director of Education, or any authorized administrative officer acting on behalf of the department, holds the legal power to conduct routine or special inspections of school premises, financial registers, and academic records.

58. (A) Both A and R are true and R is the correct explanation of A
Modern educational supervision prioritizes academic mentoring over traditional punitive inspection. Inspection frameworks focus on supporting school heads and teaching staff by identifying instructional gaps, sharing innovative teaching methods, and collaboratively addressing operational challenges. This constructive approach transforms school visits into developmental opportunities that enhance teaching quality, institutional leadership, and overall learning outcomes.

59. (A) Submit a point-wise Action Taken Report (ATR) within the stipulated timeframe.
When an official inspection highlights administrative or operational deficiencies in a school, institutional leadership must respond through established compliance procedures. The Head of School is required to address each noted discrepancy systematically and submit a formal, point-wise Action Taken Report to the competent educational authority within the mandated timeframe for verification and record.

60. (C) Public Works Department (PWD) / DTTDC / DSIIDC
Major structural development, classroom construction, and large-scale civil maintenance in government schools are executed by designated state infrastructure agencies. Public engineering bodies such as the Public Works Department, alongside state development corporations, function as executing agencies responsible for technical design, construction management, structural safety, and execution of public works across school facilities.

61. (D) To meet minor repair, maintenance, and infrastructure upkeep expenses
The Vidyalaya Kalyan Samiti fund provides decentralized financial resource allocation directly to public schools. Entrusted to institutional heads and school committees, this fund is specifically earmarked for urgent minor civil repairs, sanitation maintenance, classroom infrastructure upkeep, purchasing essential learning equipment, and carrying out immediate routine maintenance necessary for safe daily operations.

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62. (C) Utilize VKS/SMC funds to execute the urgent repair under GFR rules.
When urgent infrastructure damage threatens safety or disrupts daily learning, school leaders must act promptly using decentralized financial mechanisms. The Head of School should utilize available Vidyalaya Kalyan Samiti or School Management Committee contingency grants to execute immediate repairs following General Financial Rules, ensuring immediate safety without awaiting lengthy capital project allocations.

63. (B) II and IV only
School committee funds must be managed transparently with mandatory record-keeping, documented meeting minutes, and prioritization of student safety during facility repair choices. Institutional heads cannot unilaterally disburse funds without committee consensus, nor can school committees perform major structural alterations or load-bearing building changes, which strictly require specialized engineering approvals and public works execution.

64. (B) 35:1
Statutory norms defined under the Right to Education Act establish clear staffing benchmarks to maintain instructional quality across elementary levels. For upper primary classes, spanning grades six through eight, the prescribed pupil-teacher ratio is established at thirty-five to one, ensuring an adequate balance between student enrolment and deployed subject teaching staff.

65. (A) Both A and R are true and R is the correct explanation of A
Annual staff rationalisation balances teaching resources across the public school network. Enrolment fluctuations often create imbalances, leaving certain institutions overstaffed while others suffer shortages. Periodically redeploying educators based on updated pupil-teacher ratios guarantees that teaching personnel are distributed equitably, protecting student rights to subject-specific instruction across all administrative zones.

66. (C) By identifying the two teachers with the longest stay in the school
When post-fixation calculations show excess teaching positions for a specific subject in a school, redeployment follow objective tenure rules. Rather than using subjective evaluations, administrative guidelines identify surplus staff by evaluating continuous institutional stay, designating the teachers with the longest continuous service in that particular school for transfer to understaffed institutions.

67. (A) Central Board of Direct Taxes (CBDT) Portal
Educational staff and citizens address administrative grievances through designated state systems like the Public Grievances Monitoring System, internal departmental complaint portals, and statutory workplace committees. Revenue platforms like the Central Board of Direct Taxes portal handle national taxation matters exclusively and do not function as grievance platforms for public school administrative affairs.

68. (D) A senior female employee of the school
In compliance with the Protection of Women from Sexual Harassment Act, every educational institution must establish a statutory Internal Complaints Committee. To guarantee impartial and supportive grievance redressal, legal provisions mandate that the committee must be headed by a Presiding Officer who is a senior female employee working within the institution or organization.

69. (D) I, II and III
Parental grievance resolution relies on integrated communication channels across different levels of educational administration. Parents address concerns directly during parent-teacher meetings, consult local School Management Committee members for community mediation, or file formal administrative complaints through the online Public Grievance Monitoring System, which requires time-bound resolution by designated nodal officers.

70. (B) I and III only
Guest teachers are engaged on a temporary, session-wise basis to fill vacant positions and maintain continuous classroom teaching. While they receive daily remuneration for academic work, they do not hold regular civil posts and are not eligible for permanent service benefits like government pensions or provident funds available to regular cadres.

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71. (D) Grouping children by learning abilities to bridge learning deficits
The Chunauti initiative introduced ability-based student grouping to address widespread learning deficits in middle school grades. By assessing actual reading and numeracy levels, the framework categorized children into targeted learning cohorts, allowing teachers to deliver focused remedial instruction aimed at closing achievement gaps before transitioning students back into standard grade-level academic curricula.

72. (A) Students performing at or near grade level in basic skills
Under state ability-based learning classifications, students in upper primary grades are categorized into distinct groups based on baseline skill assessments. The Pratibha group comprises learners who demonstrate grade-appropriate reading comprehension, writing competence, and numerical skills, allowing them to engage directly with standard grade-level academic syllabi and advanced subject concepts.

73. (B) To plan, execute, and reflect upon daily classroom teaching
The Teacher's Diary serves as a vital professional tool for instructional planning, pedagogical execution, and self-reflection. Educators use it daily to map curriculum delivery, outline learning objectives, detail classroom strategies, track student assessment outcomes, and record reflective notes on teaching effectiveness, thereby ensuring structured lesson implementation and professional accountability in daily teaching routines.

74. (B) Withdraw the recognition of the school
When private unaided recognized schools persistently violate official directives regarding regulatory matters, admission norms, or fee controls, educational authorities exercise statutory enforcement powers. Under the Delhi School Education Act and Rules, the Director of Education holds the ultimate administrative authority to initiate legal proceedings for withdrawing the institution's official recognition.

75. (C) A true but R is false
Legal frameworks under the Right to Education Act strictly prohibit corporal punishment, physical abuse, and mental harassment in all educational institutions. Physical punishment is recognized as damaging to child psychology and learning, rather than an effective discipline tool. Modern educational guidelines mandate positive discipline techniques, emotional support, and restorative practices.

76. (C) Student admissions, attendance, marks, and transfer certificates
The Student Module on the official educational Management Information System functions as a comprehensive digital repository for student records. It systematically tracks individual student profiles, enrollment status, daily classroom attendance, continuous assessment scores, annual examination results, and online generation of transfer certificates, ensuring transparent and efficient digital student data management across all schools.

77. (B) 7 working days
To ensure seamless academic mobility and prevent procedural delays during school transitions, clear timeframes govern document issuance. Once all clearance procedures and institutional dues are settled, public schools are obligated under departmental service delivery standards to issue the official School Leaving Certificate to the student within seven working days of application.

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78. (C) Halt distribution, arrange alternate dry food, and notify MDM authorities immediately.
Student health and food safety remain paramount during meal distribution under the PM POSHAN scheme. If supplied food exhibits spoilage or foul odor, institutional heads must immediately stop distribution to prevent food poisoning, arrange immediate dry food alternatives for students, and report the quality violation promptly to mid-day meal supervisory authorities.

79. (A) Both A and R are true and R is the correct explanation of A
Maintaining an accurate Cash Book is a mandatory financial responsibility for institutional heads. As the primary statutory register for recording daily financial transactions, all grants, collections, and disbursements must be logged immediately. Proper cash book maintenance guarantees transparency, prevents financial mismanagement, and ensures strict financial propriety during internal and statutory audits.

80. (D) Preparing the question papers for internal examinations
School Safety Committees focus on physical security, disaster readiness, structural safety, CCTV maintenance, and emergency protocols. Formulating internal academic examination papers is an instructional duty handled by subject teachers and academic committees, remaining entirely distinct from the operational safety and hazard management duties assigned to the safety committee.

81. (A) They receive seed investment, mentorship, and direct admission to premier state universities.
Top-performing student teams emerging from the Business Blasters showcase receive national recognition, direct incubation support, and financial backing from external investors. Additionally, state educational policies provide winning student entrepreneurs with specialized mentorship networks and direct admission opportunities into premier state higher education institutions, encouraging young entrepreneurial talent across the region.

82. (C) Deshbhakti Curriculum
The Deshbhakti Curriculum aims to develop responsible, reflective, and active citizens by integrating discussions on constitutional values, duties, and stories of national heroes. Operating without formal written tests or numerical grading, it encourages moral reasoning, self-reflection, and civic participation, inspiring students to apply patriotic principles in daily community life.

83. (A) Yes, SMC funds can engage resource persons for student development following GFR rules.
School Management Committees possess administrative authority to utilize designated committee funds for student enrichment programmes. Engaging external experts or specialized resource persons for co-curricular instruction, sports coaching, or cultural arts training is permissible, provided established procurement guidelines and General Financial Rules are strictly followed during selection and disbursement processes.

84. (C) Bi-annually (twice a year)
Institutional frameworks mandate large-scale engagement between schools and families to discuss student progress and social development. Mega Parent Teacher Meetings are conducted uniformly across all public schools on a bi-annual basis, providing a structured platform for parents, teachers, and school heads to collaborate, review learning outcomes, and address developmental needs.

85. (B) Issue a formal Show Cause Notice seeking a written explanation.
When initiating disciplinary action against staff for persistent absenteeism or misconduct, institutional heads must follow principles of natural justice. Procedural rules require issuing a formal written Show Cause Notice, explicitly detailing observed lapses and granting the employee a reasonable opportunity to submit a written explanation before imposing administrative penalties.

86. (C) RTI Branch
The Right to Information Branch within the Directorate of Education handles statutory compliance under transparency legislation. This branch formulates operational directives, oversees processing of information requests, coordinates appeal mechanisms, and formally designates Public Information Officers and First Appellate Authorities across various administrative levels of the educational department.

87. (D) Economically Weaker Section / Disadvantaged Group
In statutory school admission frameworks, the abbreviation EWS/DG stands for Economically Weaker Section and Disadvantaged Group. Under free education mandates, private unaided recognized schools must reserve a specified percentage of entry-level seats for children belonging to these categories, ensuring equitable educational access for underrepresented economic and social groups.

88. (A) Zonal Deputy Director of Education
Staff grievance redressal follows a structured administrative escalation matrix. When service matters, career progression schemes, or financial pay adjustments cannot be resolved at the school level by the Head of School, the aggrieved employee escalates the matter to the immediate higher supervisor, which is the Zonal Deputy Director of Education.

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89. (B) Building as Learning Aid
The BaLa concept stands for Building as Learning Aid. It represents an innovative

drama, and visual crafts, fostering cultural awareness and creative expression.

36. (D) Yes, PWF covers student welfare and co-curricular development activities.
The Pupil Welfare Fund is a institutional fund designated to support holistic student development and non-academic welfare activities. Institutional heads possess financial authority to utilize these funds for supporting student participation in co-curricular events, sports meets, cultural celebrations, academic excursions, and providing necessary refreshments or incentives directly linked to student activities within approved financial rules.

37. (B) Forcefully collecting funds from students for external exams
All events, examinations, and co-curricular programmes organized by public schools must align strictly with free education mandates. Coercive or mandatory monetary demands from students to cover event costs or external testing fees are explicitly forbidden. Public education systems guarantee that student participation in academic and extracurricular events remains entirely free from unauthorized financial burdens.

38. (C) To ensure students in Classes III to VIII attain foundational literacy and numeracy
Mission Buniyaad is a dedicated learning transformation intervention targeted at elementary school students across classes three through eight. The primary objective is ensuring that every child achieves basic foundational literacy and numeracy skills, enabling them to read grade-appropriate texts fluently and perform fundamental arithmetic operations confidence before transitioning into higher academic concepts.

39. (D) ASER testing tool
To evaluate foundational learning gaps accurately, educational interventions employ simple, evidence-based assessment diagnostic frameworks. The Annual Status of Education Report assessment methodology is widely adopted to conduct baseline testing. This diagnostic framework measures actual student competence in basic reading and mathematics, allowing educators to place students in appropriate learning levels rather than relying on age-based grade classifications.

40. (D) Story level
The standardized assessment continuum for language reading measures progress across defined competency stages, beginning at the beginner level and advancing through letter recognition, word reading, and paragraph comprehension. The highest achievable milestone on this diagnostic tool is the story level, indicating that a child can read fluently with full comprehension of a simple grade-appropriate narrative text.

41. (B) Organize targeted remedial classes focusing on foundational number operations.
When diagnostic assessments reveal that upper primary students lack foundational mathematical skills, institutional leadership must implement supportive pedagogical measures. The procedurally sound action involves organizing focused remedial instruction during dedicated learning slots, prioritizing core arithmetic concepts, single-digit and double-digit operations, and foundational problem-solving techniques until students attain grade-level academic confidence.

42. (A) Beginner → Number (1-9) → Number (10-99) → Subtraction → Division
The foundational arithmetic evaluation tool tracks student mathematical progression along a structured hierarchy of competencies. A child moves sequentially from the initial beginner level through single-digit number recognition, double-digit number recognition, and basic subtraction, ultimately reaching division, which represents the highest competency level within this foundational diagnostic learning framework.

43. (B) II and III only
Mission Buniyaad targets students across primary and upper primary grades up to class eight rather than limiting focus to classes one and two. To support implementation, state educational research bodies supply specialized learning materials, while large-scale parent-teacher meetings are regularly conducted to engage parents and share updates regarding foundational learning gains achieved by their children.

44. (A) Both A and R are true and R is the correct explanation of A
Pushing students through advanced curricula without basic reading and arithmetic skills exacerbates learning deficits and leads to

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administrative processing and calculating retirement benefits.

99. (A) To store best practices and monitor Samagra Shiksha implementation
The national Shagun portal serves as an integrated digital repository and monitoring platform for school education initiatives. Developed to enhance transparency and quality assessment, it collects innovative educational practices, showcases successful classroom projects, and monitors operational implementation of the overarching Samagra Shiksha scheme across states and union territories.

100. (D) 75%
Statutory provisions under the Right to Education Act govern the composition of School Management Committees in public schools to ensure community participation. To guarantee that community voices guide school governance, the law mandates that parents or legal guardians of enrolled students must constitute at least seventy-five percent of the total committee membership.

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architectural and pedagogical approach that transforms physical school spaces—such as walls, floors, pillars, corridors, and staircases—into interactive learning resources, integrating visual, spatial, and tactile educational elements directly into the physical infrastructure of the school environment.

90. (B) Managing school land, building records, and major civil repair works
The Estate Branch of the Directorate of Education oversees physical asset management across all state schools. Its core duties include maintaining land records, processing property acquisition, coordinating classroom expansion projects, liaising with public works agencies, managing building safety clearances, and supervising major infrastructure repair and civil construction proposals.

91. (C) I, II and IV only
Security and sanitation services in public schools are provided through empanelled external outsourcing agencies. School heads verify daily worker attendance on the management portal to process vendor payments. However, institutional heads cannot directly dismiss or recruit private agency staff, as employment contracts remain strictly between the agency and its workers.

92. (C) Merging or splitting sections to optimize the PTR based on enrolment
Rationalization of sections is an administrative process designed to balance class sizes and teacher allocation. Based on actual student enrolment figures, school authorities merge under-strength class sections or divide overcrowded classes, ensuring optimal pupil-teacher ratios, efficient classroom space utilization, and balanced instructional delivery across all grade levels.

93. (A) Both A and R are true and R is the correct explanation of A
Monitoring student transition rates from Class VIII to IX is critical because mandatory no-detention provisions under elementary education laws conclude at Class VIII. Analyzing failure and dropout rates during this transition helps educational administrators identify vulnerable academic areas, evaluate institutional instructional quality, and implement targeted academic interventions to keep students in secondary school.

94. (C) Printing school examination question papers
Library grants provided to educational institutions are strictly earmarked for purchasing reading materials, subscribing to educational periodicals, buying reference books, and promoting reading habits among students. Diverting these funds to cover routine administrative expenses, such as printing examination question papers, violates financial guidelines governing dedicated library fund utilization.

95. (B) The Subject Teacher and Class Teacher
While administrative custody of hardware rests overall with the institution, daily operational custody and regular academic usage of smart boards in classrooms depend directly on teaching personnel. The class teacher and subject teachers using the room are primarily responsible for utilizing smart boards during lessons, maintaining interactive hardware, and ensuring safe usage.

96. (D) Send notice to parents, await response, and proceed per rules if unanswered.
When a secondary student remains continuously absent for fifteen days without prior notice, institutional rules prohibit immediate arbitrary removal. The Head of School must issue formal written communications to the parents or guardians, request explanations for the absence, allow reasonable response time, and only then proceed according to statutory attendance regulations.

97. (A) Yes, Anganwadi records and self-declarations are valid age proofs under RTE.
Statutory provisions under the Right to Education Act prohibit denying admission to any child due to lack of a formal birth certificate. Recognized alternative age proofs include hospital registers, Anganwadi records, and parental self-declaration affidavits. School heads must accept these alternative documents to guarantee immediate enrolment into age-appropriate grade levels.

98. (C) Service Book
The Service Book represents the official statutory financial and administrative record for every regular public employee. It meticulously details complete career histories, initial appointment orders, verified service periods, annual pay fixations, promotion records, earned leave accounts, periodic verification entries, and disciplinary details required for official

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(B) Admit the child to Class 1 as they have no prior educational background
(C) Admit the child to an age-appropriate class (Class 3) and arrange for special training
(D) Direct the parent to enroll the child in the National Institute of Open Schooling (NIOS)

9. Which of the following authorities is competent to issue an Income Certificate for EWS admissions in Delhi?
(A) A Gazetted Officer of the State Education Department
(B) The Head of the School where entry-level admission is sought
(C) The elected Municipal Councillor of the concerned ward
(D) Revenue Department / Sub-Divisional Magistrate (SDM)

10. Under the Disadvantaged Group (DG) category for entry-level admissions in Delhi, which of the following groups is NOT explicitly covered?
(A) Children of State Government employees
(B) Children belonging to Scheduled Castes (SC)
(C) Children identified as transgender
(D) Children who are classified as orphans

11. If a family possesses a valid BPL (Below Poverty Line) or AAY (Antyodaya Anna Yojana) card issued by the Food and Civil Supplies Department of GNCTD, what additional income document is required for EWS admission?
(A) An Income Certificate issued by the SDM
(B) No additional income certificate is required
(C) An Income Tax Return (ITR) of the previous financial year
(D) A salary slip attested by the employer

12. Which of the following correctly describes the valid documentary proof of residence for EWS/DG admissions in Delhi?
(A) A rent agreement drafted on plain paper and signed by two witnesses
(B) A registered rent agreement
(C) A letter from the local Residents' Welfare Association (RWA)
(D) An affidavit of residence sworn before a Notary Public without any supporting bill

13. Consider the following statements regarding the documentation process for EWS/DG admissions in Delhi:
I. The school must retain the original birth certificate for the entire duration of the child's schooling.
II. A valid BPL ration card issued by GNCTD is sufficient proof for EWS eligibility.
III. If an applicant lacks documentary age proof, the parent's self-declaration of age is provisionally acceptable under the RTE Act.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

14. Which of the following is considered valid proof of date of birth for entry-level admission in a Delhi Government school as per DSER 1973 and RTE guidelines?
(A) A signed certificate from the medical doctor who delivered the child
(B) A formal horoscope prepared and certified by a registered astrologer
(C) Anganwadi record or Municipal Corporation birth certificate
(D) A sworn affidavit of age attested by an immediate neighbour

15. What is the defined neighbourhood limit for the establishment of a primary school (Classes 1 to 5) under the Delhi Right of Children to Free and Compulsory Education Rules, 2011?
(A) 1 km
(B) 2 km
(C) 3 km
(D) 5 km

16. What is the defined neighbourhood limit for an upper primary school (Classes 6 to 8) under the Delhi RTE Rules, 2011?
(A) 1 km
(B) 2 km
(C) 3 km
(D) 5 km

17. In the points-based admission system for the general category in recognized unaided schools in Delhi, the highest maximum points are typically allocated to which parameter?
(A) A sibling currently studying in the exact same school
(B) Neighbourhood or distance from school
(C) Former student or alumni status of the parents
(D) Ward of a staff member employed at the school

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18. If a neighbourhood school is operating at full sanctioned capacity and a student applies for admission, what is the prescribed procedure for the Head of School under DoE guidelines?
(A) Immediately reject the submitted application and return all original documents to the parent
(B) Provisionally admit the child and record them as a supernumerary student without seat allocation
(C) Direct the parent to apply to a nearby private unaided school under the 25% EWS reservation category
(D) Forward the file to the Zonal Education Officer for allocation to a nearby school with seats

19. A parent carrying an EWS certificate issued by the Government of Uttar Pradesh applies for the EWS quota in a Delhi private school. As the Principal, what is the appropriate administrative decision based on DoE guidelines?
(A) Reject the application as Delhi EWS/DG quota requires a Delhi domicile certificate
(B) Fully accept the UP certificate because the 25% EWS admission quota is applicable pan-India across all states
(C) Accept the application provisionally while initiating official document verification from UP revenue authorities
(D) Instruct the parent to surrender the UP certificate and submit a self-declaration affidavit on plain paper

20. Under normal DoE guidelines for entry-level admissions (Nursery/Pre-School) in Delhi, what is the upper age limit as of 31st March of the year in which admission is sought?
(A) Less than 3 years
(B) Less than 4 years
(C) Less than 5 years
(D) Less than 6 years

21. For admission to Class 1 in Delhi Government schools, the Directorate of Education has aligned the minimum age criteria with the National Education Policy 2020. What is the new minimum age limit as of 31st March of the academic year?
(A) 4 years
(B) 5 years
(C) 6 years
(D) 7 years

22. Which authority is empowered to grant an age relaxation of up to 30 days in the minimum or maximum age limit for admission to classes Nursery to Class 1?
(A) The Deputy Director of Education (District)
(B) The Secretary of Education
(C) The School Management Committee (SMC)
(D) The Head of the School

23. What is the prescribed age limit for 'Non-Plan' admission to Class 6 in Delhi Government schools as of 31st March of the year of admission?
(A) 8 to 10 years
(B) 9 to 11 years
(C) 10 to 12 years
(D) 11 to 13 years

24. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Children with Special Needs (CWSN) are entitled to an upper age relaxation for admission in Delhi Government schools.
Reason (R): The Rights of Persons with Disabilities (RPWD) Act, 2016 mandates free education for children with benchmark disabilities up to the age of 18 years.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

25. An over-aged child (15 years old) who has never attended school seeks admission. As per the standard operating procedure of the DoE, GNCTD, what is the recommended course of action?
(A) Immediately admit the child to Class 1 despite the significant age mismatch
(B) Deny admission outright because the RTE Act guarantees education only up to 14 years of age
(C) Grant direct admission to Class 10 based on the child's age without prior schooling
(D) Facilitate enrolment in a Special Training Centre or NIOS project

26. Under the online admission process for EWS/DG category in Delhi, how are successful candidates selected?
(A) Computerized draw of lots
(B) First-come, first-served basis

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(C) Personal interview of the child and parents
(D) Written screening test

27. The centralized online admission portal for Non-Plan admissions in Delhi Government schools operates through a choice-based system. How many schools is a parent typically allowed to select as preferences in the online module?
(A) Exactly 1 school anywhere in the district
(B) Up to 5 schools in the constituency or zone
(C) Up to 3 schools situated strictly within the designated education zone
(D) Any number of government schools located across the entire territory of Delhi

28. If a parent submits multiple online registration forms for the same child under the EWS/DG category, what action does the DoE portal algorithm take?
(A) All applications are processed to increase the child's chances in the draw
(B) Only the last submitted application is considered valid, and earlier ones are deleted
(C) Only the first submitted application is considered valid, and duplicates are automatically deleted
(D) The child is completely debarred from the admission process for the academic year

29. Consider the following statements regarding the computerized draw of lots for EWS/DG admissions in Delhi:
I. The draw is conducted manually by the Head of School in the presence of the PTA.
II. The draw is conducted centrally by the Directorate of Education.
III. Independent observers are appointed by the DoE to ensure the transparency of the central draw.
IV. The waitlist is simultaneously generated during the computerized draw.
Which of the statements given above are correct?
(A) I, II and III
(B) II, III and IV
(C) I, III and IV
(D) I, II, III and IV

30. Which unique identification number is heavily encouraged (though legally cannot be mandated as the sole criterion to deny admission) to prevent duplicate registrations on the DoE admission portal?
(A) Electoral Voter ID card of either parent
(B) Permanent Account Number (PAN) card of the parent
(C) Child's Aadhaar number
(D) Valid Ration card number of the family

31. During the verification of documents for an EWS admission allotted via computerized draw, if the Head of School finds that the income certificate is forged, what is the mandatory immediate action?
(A) Regularize the student's admission by shifting them directly to the open general quota
(B) Impose a substantial financial penalty on the parents while retaining the child in school
(C) Issue a formal warning letter and grant one additional month to submit a genuine certificate
(D) Cancel the seat and report the matter to local police or Revenue/DoE authorities

32. In the context of school admissions in Delhi, what does the "sibling quota" imply in recognized unaided schools?
(A) Statutory reservation of entry-level seats reserved strictly for twin applicants
(B) Guaranteed admission for real cousins or extended family of currently enrolled students
(C) Priority points awarded if a real sibling is already studying in the school
(D) Full tuition fee waiver and free education guaranteed for any second child enrolled

33. According to DoE guidelines, what is the maximum percentage of seats an unaided recognized school can reserve as "Staff Ward" quota at the entry level?
(A) 5%
(B) 10%
(C) 15%
(D) 20%

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34. What is the legal stance under the RTE Act 2009 regarding the collection of a "capitation fee" for admission to any school?
(A) It is legally permissible provided prior approval is granted by the School Management Committee
(B) It is allowed exclusively for the purpose of essential infrastructural development of the school
(C) It is prohibited for EWS applicants but permitted for open general category admissions

81. Which of the following is NOT an acceptable criterion for point allocation in general category nursery admissions in Delhi according to DoE regulations?
(A) Having a real sibling currently studying in the school
(B) Parental education and profession
(C) Measured distance of residential address from the school
(D) Past alumni status of either parent from the school

82. During the Non-Plan admission process, if a student applies for Class 9 and has a gap year in their education, what is the general rule followed by DoE schools?
(A) The student is permanently disqualified from seeking regular government school admission
(B) The gap year is completely ignored and direct admission to Class 9 is granted without testing
(C) The student is required to pay double the standard annual tuition fee to cover the gap period
(D) Pass an admission test and submit a gap year affidavit

83. A parent from Bihar with a Bihar domicile certificate applies for the DG category (SC quota) in a Delhi private school. According to DoE guidelines, what is the validity of this application?
(A) Invalid, as Delhi DG admissions require a GNCTD-issued caste certificate
(B) Fully valid, because state-issued caste certificates are centrally recognized across India under RTE
(C) Valid provisionally, provided the parent submits a certified English translation of the certificate
(D) Invalid, because the SC category is explicitly excluded from the Disadvantaged Group in Delhi

84. To manage over-subscription in general category admissions when multiple children have the same points, what is the legally approved method to break the tie?
(A) Allocation on a first-come, first-served submission basis
(B) Final selection based on the Principal's sole discretion
(C) Conduct a draw of lots among tied candidates
(D) Select the candidate whose parents demonstrate higher income

85. If a recognized private school refuses to provide free textbooks and uniforms to EWS students, the DoE can take action against it under which statutory provision?
(A) Section 12(1)(c) of RTE Act read with Delhi RTE Rules 2011
(B) Rule 44 of Delhi School Education Rules (DSER) 1973
(C) Rule 145 of Delhi School Education Rules (DSER) 1973
(D) Provisions under General Financial Rules (GFR) 2017

86. Which statutory body is responsible for advising the Delhi Government on matters related to fixing the fee structure and managing admission-related financial grievances of private schools?
(A) University Grants Commission (UGC) statutory panel
(B) Central Board of Secondary Education (CBSE) Affiliation Board
(C) National Council for Teacher Education (NCTE) Executive Council
(D) Fee Anomaly Committee / District Fee Regulatory Committee

87. Under the EWS/DG admission process, "Orphan" children are placed under which category?
(A) Open General merit category
(B) Disadvantaged Group (DG) category
(C) Children with Special Needs (CWSN) category
(D) Unrestricted Management quota category

88. A child is admitted to Class 1 in a Delhi Government school in August (within the extended admission period) but has missed the initial 4 months of the academic session. What is the school's obligation under the RTE Act?
(A) Retain the child in the exact same class next year to complete syllabus requirements
(B) Formally instruct the parents to hire a private home tutor to catch up
(C) Arrange special training for academic integration
(D) Grant relaxation by reducing minimum passing marks in final examinations

89. Consider the following statements regarding the verification of documents for school admission:
I. Schools can demand both original documents

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Education Officer

43. Under the standard DoE guidelines, if a student transfers from a recognized school in another state board (e.g., UP Board) to a Delhi Government school, the Transfer Certificate (TC) must be countersigned by whom?
(A) The Head of School or Principal of the admitting Delhi Government school
(B) District Education Officer of the migrating state
(C) The concerned Zonal Education Officer of the receiving admission zone in Delhi
(D) The Education Secretary or Examination Controller of CBSE

44. A parent wants to transfer their child from one Delhi Government school to another mid-session due to a change in residence. How is this local transfer executed under DoE procedures?
(A) The parent must formally withdraw the child and submit a fresh application in the following academic session
(B) Executed online via edudel's Student Transfer Module with residence proof
(C) The Principal of the receiving school administers a comprehensive written admission assessment test
(D) The transfer application file is submitted to the Director of Education for mandatory personal authorization

45. Which level of authority serves as the primary Grievance Redressal Officer for issues related to Non-Plan admission denials in a specific zone of Delhi Government schools?
(A) The Deputy Director of Education (DDE) Zone
(B) The School Management Committee (SMC) Convenor
(C) The Lieutenant Governor of Delhi
(D) The Sub-Divisional Magistrate (SDM)

46. What specific facility is provided by the Delhi Government for students admitted under the EWS/DG quota in private unaided schools, in addition to free tuition?
(A) Free personal laptops and internet data plans provided for online learning
(B) A direct monthly cash stipend benefit of Rs. 2,000 transferred to parent accounts
(C) Free textbooks, writing materials, and uniforms
(D) Fully funded international educational and cultural exposure visits

47. If an error is found in the spelling of a child's name during document verification against the computerized draw allotment letter for EWS, what is the DoE instruction to schools?
(A) Cancel the allotment immediately on grounds of furnishing false or contradictory information
(B) Direct the parent to submit a fresh registration during the subsequent annual admission cycle
(C) Mandatorily demand a formal name correction order issued by a First-Class Judicial Magistrate
(D) Overlook minor spelling errors if identity is established by other documents

48. Consider the following statements regarding mid-session admission of students in Classes 9 and 11 in Delhi Government schools:
I. They are covered strictly under the age-appropriate admission mandate of the RTE Act.
II. Admissions to Class 9 and 11 are subject to passing an admission test conducted by the DoE.
III. Prior approval of the DDE (Zone/District) is often required for these admissions.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

49. The Delhi Commission for Protection of Child Rights (DCPCR) frequently intervenes in school admissions. What is the primary basis for its jurisdiction in this matter?
(A) It directly allocates and controls the financial budget for all Delhi school admissions
(B) Statutory monitoring authority for RTE implementation in Delhi
(C) It is the state publishing authority responsible for printing and distributing EWS textbooks
(D) It directly operates and oversees the centralized online computerized draw of lots process

50. If a private unaided school fails to fill its 25% EWS/DG quota, what is the mandatory next step according to the DoE?
(A) Convert all remaining unfilled quota seats directly into open management seats

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(D) It is prohibited and fined up to ten times the fee charged

35. Section 13 of the RTE Act 2009 prohibits any "screening procedure" for the admission of a child. What penalty is prescribed for the first contravention of this provision?
(A) Rs. 10,000
(B) Rs. 25,000
(C) Rs. 50,000
(D) Rs. 1,00,000

36. A recognized private unaided school in Delhi issues an admission notification requiring parents of prospective Nursery students to sit for a written questionnaire and interview. As a DoE official, what rule does this violate?
(A) Section 12(1)(c) of the RTE Act
(B) Rule 145 of DSER 1973
(C) Section 13 of the RTE Act banning screening procedures
(D) Section 15 of the RTE Act regarding the timeline of admissions

37. Which major judicial pronouncement clarified that the 25% EWS reservation mandate under Section 12(1)(c) of the RTE Act does NOT apply to minority educational institutions (both aided and unaided)?
(A) Pramati Educational Trust case
(B) TMA Pai Foundation vs State of Karnataka case
(C) Unni Krishnan vs State of Andhra Pradesh case
(D) Ashok Kumar Thakur vs Union of India case

38. The Directorate of Education conducts Non-Plan admissions for Delhi Government schools typically in how many cycles to accommodate continuous influx of out-of-school children?
(A) One cycle
(B) Two cycles
(C) Three cycles
(D) Four cycles

39. What is the role of the School Management Committee (SMC) members during the Non-Plan online admission cycles in Delhi Government schools?
(A) They hold absolute veto authority over which individual students are granted admission
(B) They assist helpdesks in guiding parents with online applications
(C) They are statutory authorities empowered to verify and issue income certificates for EWS candidates
(D) They centrally supervise and conduct the online computerized draw of lots for all applicants

40. According to Section 12(2) of the RTE Act, on what basis does the State Government reimburse private unaided schools for admitting students under the 25% EWS/DG quota?
(A) The exact tuition fee charged by the private school from general category students without cap
(B) A fixed flat rate subsidy of Rs. 5,000 per month per enrolled child as notified by the department
(C) Per-child state expenditure or actual school fee, whichever is less
(D) The complete annual operational cost of the private school divided by its total student strength

41. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): In Delhi, recognized unaided private schools must upload their general category admission criteria and points tally on the DoE portal before commencing the admission process.
Reason (R): This ensures transparency, prevents arbitrary criteria like parent interviews, and allows the DoE to monitor compliance with admission rules.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

42. In Delhi Government schools, what happens if a child seeking mid-session transfer admission from an unrecognized school does NOT possess a valid School Leaving Certificate (SLC)?
(A) Admitted based on age-appropriate assessment and parental affidavit under RTE
(B) Admission is outright denied until a verified School Leaving Certificate is presented
(C) The child is automatically directed to apply to a nearby private school under EWS quota
(D) Parents are instructed to procure a counter-signed SLC from the concerned Zonal

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(B) Via physical distance verification conducted manually by the local Revenue Patwari
(C) Based on parental self-declared physical distance verified by School Management Committee
(D) Through automated postal PIN code matching across residential addresses exclusively

59. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): During EWS document verification, schools are prohibited from asking parents for income certificates if they possess an AAY (Antyodaya Anna Yojana) card.
Reason (R): AAY cards are issued only to the poorest of the poor, thus automatically satisfying the financial eligibility for the EWS category.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

60. Under the RTE Act, Section 14 deals with the proof of age for admission. It clearly states that:
(A) Only a birth certificate issued by the Registrar of Births and Deaths is valid
(B) No child shall be denied admission for lack of age proof
(C) A bone ossification test must be conducted for age determination
(D) The Head of School has the final discretion to guess the child's age

61. If an EWS applicant's residential address provided in the online application does not perfectly match the address on the Aadhaar card, but matches the registered rent agreement submitted, what should the Head of School do?
(A) Accept registered rent agreement as valid address proof per DoE norms
(B) Immediately reject the admission application on grounds of documentary address mismatch
(C) Mandatorily require the parent to update their Aadhaar address prior to provisional admission
(D) Request an informal administrative processing fee from the parent to overlook discrepancies

62. Which of the following is NOT a recognized category for admission under the Disadvantaged Group (DG) quota in Delhi?
(A) Children belonging to Scheduled Tribes (ST)
(B) Children living with or affected by HIV
(C) Children of War Widows
(D) Children belonging to Other Backward Classes (OBC) Non-Creamy Layer

63. The Right to Information (RTI) Act is often used by parents to seek information on general category school admissions. Can a recognized private unaided school in Delhi be compelled to provide admission point allocation data under the RTI Act?
(A) No, private unaided schools are entirely exempt from the purview of the Right to Information Act
(B) No, institutional admission data is strictly classified under state public security exemptions
(C) Yes, provided the requesting parent submits a non-refundable processing fee of Rs. 10,000
(D) Yes, through the DoE as regulatory authority having power to access this data

64. When a child admitted under the EWS quota in a private school reaches Class 9 (beyond the elementary stage covered by RTE), what is the policy regarding their continued free education in Delhi?
(A) The student must mandatorily withdraw from the private school and transfer to a government school
(B) The student must begin paying standard open general category tuition fees to continue studies
(C) Free education up to Class 12 is mandated for EWS students on government land
(D) The school administration must discharge the student to create capacity for entry-level EWS intakes

65. Consider the following statements regarding the admission of a child under the EWS category in a private unaided school located on land allotted by the DDA (Delhi Development Authority):
I. Schools on DDA land have binding land lease conditions to provide free education to EWS students.
II. They must provide free education up to Class 12 for EWS students.
III. They are exempt from the RTE Act's 25% mandate.

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IV. The DoE closely monitors their compliance through specific nodal officers.

Which of the statements given above are correct?

(A) I, II and IV
(B) II, III and IV
(C) I, III and IV
(D) I, II, III and IV

66. How does the Directorate of Education define an "Alumni" for the purpose of granting points in general category admissions in private schools?

(A) Any student who attended the school for a minimum duration of one academic month
(B) Any extended relative or family member of the child who previously studied in the school
(C) A parent who has contributed financial donations to the official school alumni fund
(D) A parent who passed Class 10 or 12 from the school

67. The "First come, first served" criteria for entry-level admissions in private unaided schools was abolished by the DoE because:

(A) It was ruled arbitrary, non-transparent, and discriminatory
(B) It caused severe public traffic congestion and security issues outside school premises
(C) It systematically favoured older parents over younger parents during physical submission
(D) It generated an unmanageable volume of physical applications from EWS category candidates

68. Under DoE guidelines, what is the maximum time generally given to parents to produce a missing document (other than age proof) before an EWS admission offer is cancelled?

(A) Exactly 24 hours from formal notification
(B) Within 3 working days of document verification
(C) 15 to 30 days per provisional rules
(D) Up to 6 months during the academic term

69. If a Delhi Government school receives applications exceeding the sanctioned strength for Non-Plan admissions in Class 6, what is the established procedure?

(A) Cluster rationalization: excess students accommodated in nearby zone schools with seats
(B) Conduct a mandatory entrance screening test to filter candidates based on academic merit
(C) Admit all applying students beyond capacity and accommodate them without desk seating
(D) Immediately reject all excess applications once the sanctioned seat capacity is reached

70. In the context of mid-term admissions, what does the term "Feeder School" refer to?

(A) A private school authorized to transfer low-performing students to nearby government schools
(B) A designated central kitchen school that prepares and supplies mid-day meals to other schools
(C) A specialized sports academy school that feeds talented athletes into state sports complexes
(D) A primary school whose students transition automatically to a linked DoE secondary school

71. If a child's name is drawn in the computerized lottery for an EWS seat but the school claims it has zero general category admissions and thus cannot admit the EWS child (maintaining the 3:1 ratio), what is the DoE's stance?

(A) The school is mandatorily bound to admit the EWS child regardless of general category intake
(B) If zero general admissions occur, EWS intake is re-evaluated or adjusted by DoE
(C) The school receives a complete statutory exemption from EWS admissions for that academic year
(D) The school administration must pay financial compensation fine to the affected EWS parent

72. A school Principal notices that an EWS applicant has submitted an income certificate that expired a year ago. Based on DoE documentation rules, the Principal should:

(A) Accept the expired certificate unconditionally without demanding any renewal or documentation
(B) Reject the admission application immediately on the spot without providing recourse or extension
(C) Grant provisional admission allowing time for submitting a renewed certificate
(D) Manually alter the expiration dates on the submitted certificate to make it provisionally valid

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73. Which portal is used by parents to file online grievances regarding EWS/DG admission denials in private schools of Delhi?
(A) Centralised Public Grievance Redress and Monitoring System (CPGRAMS / PGPORTAL)
(B) Ministry of Home Affairs Public Grievance Portal
(C) CBSE Official Shiksha Vani Portal
(D) edudel.nic.in portal

74. Who acts as the chairperson of the District Level Grievance Redressal Committee for RTE admissions in Delhi?
(A) District Magistrate / Deputy Commissioner
(B) The concerned Regional Director of Education
(C) The senior Zonal Education Officer of the district
(D) The elected Member of Legislative Assembly (MLA)

75. In cases of transfer from an unrecognized school to a recognized DoE school, the admission is provisional subject to what condition?
(A) Mandatory submission of consecutive five years of official fee receipts from the previous school
(B) Parental age/study affidavit and age-appropriate assessment by admitting school
(C) Obtaining an official special permission approval letter issued by the CBSE Chairperson
(D) The parent submitting an indemnity performance bond of Rs. 10,000 executed before a notary

76. During the physical verification of EWS/DG applications, schools are advised by the DoE to verify the authenticity of the Income Certificate through which method?
(A) By physically deputing a school staff peon to the concerned SDM office
(B) Online via GNCTD Revenue Department's e-District portal
(C) By issuing a formal verification request to the local jurisdictional police station
(D) By telephonically contacting and verifying details with the parent's employer

77. If a child with a severe disability (CWSN) requires admission and special accommodations, the DoE mandates that:
(A) Admit under zero-rejection policy with inclusive education support
(B) The child must be directed exclusively to special schools rather than mainstream government schools
(C) The school is permitted to refuse admission citing non-availability of special infrastructure
(D) The parents must pay additional monthly fees to cover salaries of dedicated special educators

78. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): Recognizing unaided schools cannot legally conduct interviews of parents during the admission process for the Pre-school/ Nursery class.
Reason (R): Parent interviews are a form of screening procedure, which is explicitly banned under Section 13 of the RTE Act.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

79. What is the status of the 'Management Quota' in private unaided schools built on DDA land with specific lease conditions regarding admissions?
(A) They are entitled to a full 20% management quota for entry-level admissions
(B) They possess a discretionary 50% management quota sanctioned under lease
(C) They are legally exempt from Directorate of Education admission guidelines entirely
(D) No management quota: must admit 75% from neighbourhood and 25% EWS

80. As per DoE instructions, how are the points for "Neighbourhood" generally distributed by private schools for general admissions?
(A) Through a subjective evaluation assessment conducted uniformly by School Management Committee members
(B) Based exclusively on the calculated transit time taken by official school buses to reach the home
(C) Distance slabs (e.g., 0-1 km, 1-3 km) with fewer points for farther distances
(D) By allocating the highest maximum points to applicant students residing farthest from the school

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(B) Convert unfilled seats into open general category seats without prior approval
(C) Offer half-tuition fee discounts to general candidates to fill up vacant seats quickly
(D) Report vacancies to DoE for subsequent computerized draws

51. When an EWS/DG waitlist is generated alongside the main draw by the DoE, what determines the order of admission from the waitlist?
(A) Random numerical order generated during computerized draw
(B) Measured aerial distance of the applicant's residence relative to the school location
(C) Verified annual income tier of the waitlisted applicant's household
(D) Evaluation score from a screening interview conducted by the Principal

52. What is the usual validity period of the EWS/DG waitlist generated by the Directorate of Education for a particular academic year?
(A) Valid strictly for one calendar month following the declaration of draw results
(B) Valid continuously until the candidate child completes 14 years of age
(C) Valid till 31st December of the academic year or as notified by DoE
(D) Valid exclusively until the annual summer vacation period officially concludes

53. A parent comes to the Principal's office on 15th January demanding admission for their child from the previous year's EWS waitlist. The DoE notification had set the waitlist expiry at 31st December. What is the correct administrative action?
(A) Deny admission due to expired waitlist validity
(B) Grant immediate provisional admission to prevent official grievance complaints
(C) Create an additional supernumerary seat and admit the child unconditionally
(D) Levy a standard late registration fee and proceed to grant admission

54. According to the Delhi School Education Rules, 1973, which register must strictly record the date of admission, date of birth, and category of the student?
(A) The General Contingent Expenditure Register
(B) The Principal's Official School Log Book
(C) The Staff Salary Acquittance Roll
(D) The Scholar's Register

55. For entry-level admissions, if twins apply for the general category in a recognized unaided school and one gets selected through the draw of lots, what is the standard practice advised by DoE guidelines?
(A) The second twin is automatically disqualified and rejected from admission
(B) The other twin is offered admission under sibling quota
(C) Admission of both twins is cancelled to maintain strict institutional fairness
(D) Parents are mandatorily required to select only one twin to attend the school

56. What happens if an applicant is allotted a seat in a private school under the EWS quota through the DoE central draw, but fails to report for document verification within the stipulated timeline without any intimation?
(A) The allotted seat remains permanently vacant for the rest of the entire academic session
(B) The school management is permitted to convert and fill the seat under management quota
(C) Allotment is cancelled and seat offered to next waitlisted candidate with DoE approval
(D) The school administration must depute staff to the residence to collect necessary documents

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57. Which of the following best describes the "Management Quota" in private unaided recognized schools in Delhi?
(A) It is legally sanctioned and fixed at exactly 50% of total entry-level seats in all private schools
(B) It empowers school management to admit applicants based purely on capitation fees and donations
(C) It is an exclusive quota designated solely for children of non-teaching staff employed at the school
(D) Restricted to a maximum limit (usually 20%) with transparent criteria per court rulings

58. While defining the "Neighbourhood" distance for EWS admissions, how is the aerial distance measured by the online DoE portal?
(A) Through GIS mapping integrated into the portal

for verification and self-attested photocopies for retention.
II. Schools are permitted to retain the original Transfer Certificate (TC) from the previous school.
III. Schools can retain the original Aadhaar card of the child.
Which of the statements given above are correct?
(A) I and II only
(B) II and III only
(C) I and III only
(D) I, II and III

90. In Delhi Government schools, what is the prescribed role of the "Admission In-charge" or "Nodal Officer" during the Non-Plan admission cycle?
(A) Facilitate document verification, guide parents, and ensure DoE portal data entry
(B) To personally evaluate and approve all individual admissions while collecting fees
(C) To design and administer preliminary intelligence screening tests to all applicants
(D) To manage, supervise, and distribute daily mid-day meals to prospective applicants

91. When a parent successfully submits an online application for Non-Plan admission on the DoE portal, they receive a unique identification code. What is this code commonly called in the DoE system?
(A) Unified District Information System for Education (UDISE) Code
(B) Registration Number
(C) Passenger Name Record (PNR) Tracking Number
(D) CBSE Central Board Examination Roll Number

92. For admission to Class 11 (Science Stream) in Delhi Government schools under Non-Plan, what specific criteria are generally used to determine eligibility?
(A) Measured neighbourhood distance parameters from the school only
(B) Class 10 Board exam cut-off marks as notified by DoE
(C) Total annual household parental income verified by revenue authority
(D) Random computerized lottery draw system among all applicants

93. If a student is migrating from a foreign country to seek admission in a Delhi Government school, what specific document is critically required alongside the equivalent educational records?
(A) Valid Passport and Visa proving legal stay
(B) State-issued Economically Weaker Section (EWS) Certificate
(C) An official Indian Electoral Voter ID card of parents
(D) A valid BPL ration card issued by local authorities

94. A parent seeks admission for their child under the CWSN (Children with Special Needs) quota but only possesses a medical prescription indicating disability, not a formal disability certificate. What is the correct approach?
(A) Reject the CWSN application outright without providing any provisional relief
(B) Grant permanent admission under CWSN category relying solely on the medical prescription
(C) Admit provisionally allowing time to obtain a Disability Certificate from a medical board
(D) Reclassify and transfer the application directly to the open general category

95. What is the mandatory composition of the "Help Desk" established in Delhi Government schools during the admission period?
(A) Exclusively the Head of School and the concerned Deputy Director of Education
(B) Local station police officers and elected municipal political representatives
(C) External commercial private admission consultants and fee collectors
(D) Teachers, SMC members, and student council members to assist parents

96. Under the RTE guidelines, a child admitted to a school cannot be held back in any class or expelled from school till the completion of which stage of education?
(A) Pre-primary education
(B) Elementary education (Class 8)
(C) Secondary education (Class 10)
(D) Senior Secondary education (Class 12)

97. Given below are two statements: one is labelled as Assertion (A) and the other is labelled as Reason (R).
Assertion (A): In Delhi, an income certificate is not required for a child applying under the Disadvantaged Group (DG) category (such as SC/ST/OBC non-creamy layer).
Reason (R): The DG category provides

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9. (D) Revenue Department / Sub-Divisional Magistrate (SDM)
Official income certificates required for seeking school admissions under the Economically Weaker Section category in Delhi must be issued by the Revenue Department through the competent Sub-Divisional Magistrate. School heads and local municipal representatives do not possess legal authority to validate annual household earnings or issue formal statutory income certificates required for EWS eligibility verification.

10. (A) Children of State Government employees
The Disadvantaged Group category under Delhi admission guidelines encompasses social categories needing affirmative action, including Scheduled Castes, Scheduled Tribes, Other Backward Classes non-creamy layer, transgender children, orphans, and children living with HIV. Employment status in state government service does not constitute grounds for social disadvantage and is therefore excluded from this specific category.

11. (B) No additional income certificate is required
Possessing a valid Below Poverty Line or Antyodaya Anna Yojana ration card issued by the Food and Civil Supplies Department of the Delhi Government serves as conclusive proof of economic disadvantage. Parents holding these verified ration cards are not required to obtain or submit any separate income certificate from the Sub-Divisional Magistrate for EWS school admission.

12. (B) A registered rent agreement
To establish residential eligibility for entry-level admissions under EWS and DG categories in Delhi, proof of residence must be legally verified. A registered rent agreement executed through the sub-registrar office is recognized as valid documentary proof, whereas informal unnotarized rent agreements, plain paper affidavits, or simple letters from local welfare associations are legally unacceptable.

13. (B) II and III only
Under Right to Education guidelines, valid government-issued BPL ration cards serve as sufficient proof for economic eligibility, and parental self-declarations of age are provisionally acceptable when birth certificates are unavailable. Schools must retain only self-attested photocopies of certificates, as retaining original personal documents throughout a child's schooling period is strictly prohibited by regulation.

14. (C) Anganwadi record or Municipal Corporation birth certificate
Statutory frameworks under the Delhi School Education Rules 1973 and the Right to Education Act accept specific documents as valid age proof. These include official birth certificates issued by Municipal Corporations, local hospital records, or verified Anganwadi register entries. Horoscopes, private medical slips, or unverified affidavits signed by neighbours are not legally valid proofs of age.

15. (A) 1 km
The Delhi Right of Children to Free and Compulsory Education Rules 2011 define clear geographic parameters for school accessibility. For primary education covering Classes 1 to 5, the state is obligated to establish and maintain primary schools within a maximum walkable neighbourhood distance limit of one kilometer from the residential habitation of the enrolled children.

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16. (C) 3 km
According to the Delhi Right of Children to Free and Compulsory Education Rules 2011, upper primary educational facilities covering Classes 6 to 8 must be available within a defined distance. The prescribed neighbourhood limit for establishing upper primary schools is three kilometers from the child's residence, ensuring accessible educational continuity following primary schooling completion.

17. (B) Neighbourhood or distance from school
In line with Directorate of Education guidelines for general category entry-level admissions, private unaided schools design point-based systems. Proximity of residence to the school, termed as neighbourhood, carries the highest weightage in points allocation. This policy prioritizes local children and minimizes long daily travel distances for young pre-school learners.

18. (D) Forward the file to the Zonal Education Officer for allocation to a nearby school with seats
When a neighbourhood government school operates at full sanctioned capacity, the Head

ANSWERS

1. (B) Admissions of students from unrecognized schools, dropouts, or those arriving from other states seeking fresh enrolment
In the Delhi Government school system, admissions are broadly categorized into Plan and Non-Plan streams. Plan admissions refer to students moving directly from feeder primary schools. Non-Plan admissions cater to fresh enrollees coming from unrecognized private schools, out-of-school dropouts, or migrant children arriving from other Indian states seeking direct admission into government schools.

2. (D) The Head of School
According to Rule 145 of the Delhi School Education Rules 1973, the Head of School serves as the final statutory authority for granting or refusing admission to students in recognized institutions. While higher administrative authorities oversee overall policy compliance and zonal distribution, operational decision-making regarding institutional enrolment and verification remains entrusted directly to school heads.

3. (A) Lack of an Aadhaar card at the time of application
Directorate of Education guidelines explicitly prohibit denying entry-level school admission to any child merely due to non-availability of an Aadhaar card or unique identity document at application time. Provisional admission must be granted while facilitating the documentation process later, ensuring that fundamental access to basic school education under constitutional mandates is never hindered by administrative paperwork delays.

4. (B) Both A and R are true but R is not the correct explanation of A
Section 15 of the Right to Education Act 2009 stipulates that children must be admitted at the start of the academic year or within prescribed extended limits. Furthermore, it mandates that no child shall be denied admission if seeking enrolment after this extended period, maintaining the fundamental right to elementary education without rigid time constraints.

5. (A) edudel.nic.in
The Directorate of Education in Delhi manages administrative and academic activities through its dedicated online portal hosted at edudel.nic.in. This centralized web portal contains specialized modules for managing Non-Plan student admissions, online school transfers, attendance recording, and various student welfare schemes across all Delhi Government and government-aided schools operating within the union territory.

6. (B) 25%
Section 12(1)(c) of the Right of Children to Free and Compulsory Education Act 2009 mandates that all private unaided recognized schools reserve a minimum of twenty-five percent of their entry-level seats. This reservation is specifically designated for children belonging to Economically Weaker Sections, Disadvantaged Groups, and Children with Special Needs residing in the designated local neighbourhood.

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7. (B) 22% for EWS/DG and 3% for CWSN
Under the notifications issued by the Directorate of Education in Delhi, the twenty-five percent entry-level reservation mandated for private unaided schools is bifurcated. Twenty-two percent of total entry seats are allocated specifically for Economically Weaker Sections and Disadvantaged Groups combined, while three percent is reserved exclusively for Children with Special Needs to support educational inclusion.

8. (C) Admit the child to an age-appropriate class (Class 3) and arrange for special training
Section 4 of the Right to Education Act 2009 mandates that out-of-school children must be admitted directly into an age-appropriate class regardless of prior schooling experience. For an eight-year-old child, admission must be provided in Class 3, accompanied by special bridge training to help the student achieve required academic learning levels alongside peers.

69. (A) Cluster rationalization: excess students accommodated in nearby zone schools with seats
When a Delhi Government school receives Non-Plan applications exceeding its sanctioned classroom capacity for Class 6, cluster rationalization procedures are triggered. Excess applicants are redistributed and accommodated in adjacent government schools within the same educational cluster or zone that possess available classroom capacity and infrastructure.

70. (D) A primary school whose students transition automatically to a linked DoE secondary school
In the Delhi public schooling structure, a feeder school refers to a primary government or municipal school linked to a specific secondary institution. Upon graduating from Class 5 in a feeder school, students transition automatically into Class 6 of the designated secondary school under the Plan admission framework.

71. (B) If zero general admissions occur, EWS intake is re-evaluated or adjusted by DoE
Reserved EWS seat allocations are calculated as a percentage of total actual entry-level admissions. If a private school experiences zero general category admissions in an academic session, the mandatory ratio balance changes, requiring the Directorate of Education to re-evaluate and adjust EWS intake figures for that specific school.

72. (C) Grant provisional admission allowing time for submitting a renewed certificate
When an EWS applicant presents an expired income certificate during verification, the Head of School should not reject the admission immediately. Under department guidelines, the school grants provisional admission while giving the parents a formal time extension to get the income certificate renewed through the Revenue Department e-District portal.

73. (D) edudel.nic.in portal
The Directorate of Education provides a dedicated online grievance redressal module on its official portal at edudel.nic.in. Parents encountering admission rejections, document verification disputes, or non-compliance issues by private schools under EWS/DG quotas can submit formal online complaints directly through this specialized departmental platform.

74. (A) District Magistrate / Deputy Commissioner
To address public grievances regarding Right to Education implementation and school admissions, District Level Grievance Redressal Committees operate across Delhi. The District Magistrate or Deputy Commissioner serves as the chairperson of this committee, providing administrative oversight and ensuring inter-departmental coordination during dispute resolution procedures.

75. (B) Parental age/study affidavit and age-appropriate assessment by admitting school
When a student seeks transfer from an unrecognized school to a recognized government school, admission is granted provisionally under RTE principles. Final enrolment requires a parental affidavit confirming the child's age and prior studies, alongside an age-appropriate learning level assessment conducted by the receiving school to determine appropriate grade placement.

76. (B) Online via GNCTD Revenue Department's e-District portal
Directorate of Education guidelines instruct schools to verify income certificates submitted for EWS admissions online. Schools check document details directly through the e-District portal operated by the GNCTD Revenue Department, enabling fast digital verification of certificate authenticity without requiring physical visits to revenue offices.

77. (A) Admit under zero-rejection policy with inclusive education support
Educational policy mandates a strict zero-rejection policy for Children with Special Needs seeking admission in Delhi schools. Institutions are legally prohibited from denying admission based on disability severity, and must provide suitable inclusive education support, accessible infrastructure, and specialized learning assistance through trained special educators.

78. (A) Both A and R are true and R is the correct explanation of A
Section 13 of the Right to Education Act 2009 explicitly prohibits schools from conducting any screening procedures during entry-level admissions. Parent interviews represent a form of screening that evaluates parental background rather than child needs, making them strictly

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of School cannot reject an applicant seeking admission under elementary education mandates. The school head must forward the application file to the concerned Zonal Education Officer, who is responsible for reassigning the student to another nearby government institution possessing available seats.

19. (A) Reject the application as Delhi EWS/DG quota requires a Delhi domicile certificate
Under the guidelines issued by the Directorate of Education, reservation benefits for EWS and DG categories in Delhi private schools require proof of residence or domicile within the National Capital Territory of Delhi. Certificates issued by other state governments are legally invalid for claiming local reserved quota seats in Delhi educational institutions.

20. (B) Less than 4 years
Under standard Directorate of Education norms for entry-level pre-school admissions in Delhi, a child must have attained three years of age but be less than four years old as of 31st March of the academic year. This standardized age window ensures physical and developmental readiness among children entering pre-primary nursery classrooms.

21. (C) 6 years
Aligning with the foundational stage recommendations of the National Education Policy 2020, the Directorate of Education in Delhi established six years as the mandatory minimum age for admission to Class 1. Applicants must complete six years of age as of 31st March of the academic session in which admission is sought.

22. (D) The Head of the School
Directorate of Education guidelines empower the Head of School to exercise discretionary authority for granting age relaxation up to thirty days. This relaxation applies to both lower and upper age limits for children seeking entry-level admissions in Nursery, Kindergarten, and Class 1, without requiring formal approval from higher district authorities.

23. (C) 10 to 12 years
For Non-Plan admissions to Class 6 in Delhi Government schools, the prescribed age range as of 31st March of the admission year is ten to twelve years. This age parameter ensures structured age-grade alignment across middle school levels, while separate administrative relaxations exist for special circumstances or dropouts.

24. (A) Both A and R are true and R is the correct explanation of A
The Rights of Persons with Disabilities Act 2016 mandates free education for benchmark disabled children up to eighteen years of age. Consequently, Delhi Government schools grant relaxed upper age limits for CWSN applicants during admission, ensuring statutory compliance with disability legislation and supporting inclusive educational opportunity across all academic levels.

25. (D) Facilitate enrolment in a Special Training Centre or NIOS project
When an over-aged child without prior education seeks admission, placing them directly into early primary classes creates social and psychological mismatches. Standard operating procedures direct school heads to enroll the child in a Special Training Centre or designated National Institute of Open Schooling project, bridging foundational gaps before formal grade integration.

26. (A) Computerized draw of lots
Admissions under the EWS and DG categories in private recognized schools across Delhi are governed by a centralized online system. To eliminate human bias, screening, or corruption, candidate selection is conducted through a transparent computerized draw of lots organized directly by the Directorate of Education, ensuring equal opportunity for all applicants.

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27. (B) Up to 5 schools in the constituency or zone
The centralized online admission portal for Non-Plan admissions in Delhi Government schools allows parents to select preferred institutions. In the registration form, applicants are permitted to choose up to five government schools within their local assembly constituency or education zone, maximizing chances of obtaining a nearby school seat.

28. (B) Only the last submitted application is considered valid, and earlier ones are deleted
To prevent duplicate registrations and system gaming on the admission portal for EWS and DG categories, strict algorithm rules apply. When multiple submissions are made using identical candidate details, the admission system

49. (B) Statutory monitoring authority for RTE implementation in Delhi
The Delhi Commission for Protection of Child Rights acts as the statutory monitoring authority entrusted with enforcing child rights and overseeing the implementation of the Right to Education Act in Delhi. It actively investigates complaints concerning admission denials, screening violations, and EWS quota non-compliance by private or government schools.

50. (D) Report vacancies to DoE for subsequent computerized draws
When private unaided schools have unfilled EWS/DG quota seats following initial admission rounds, they are strictly forbidden from converting those seats into general category seats independently. Instead, schools must promptly report all vacant positions to the Directorate of Education so that subsequent computerized draws can be organized.

51. (A) Random numerical order generated during computerized draw
When the Directorate of Education generates a waitlist alongside the primary allotment list during the computerized draw for EWS seats, position numbers are assigned automatically by the algorithm. Admissions from the waitlist must strictly follow this randomly generated numerical sequence whenever seats become available in institutions.

52. (C) Valid till 31st December of the academic year or as notified by DoE
The computerized waitlist generated by the Directorate of Education for EWS and DG category entry-level admissions remains operational through the academic session up to 31st December, unless a different date is formally notified. After this cutoff date, waitlist validity expires to maintain academic schedule integrity.

53. (A) Deny admission due to expired waitlist validity
Educational administrative guidelines dictate that waitlists for entry-level admissions lapse after the officially notified deadline, typically 31st December of the academic year. Once the validity period has expired, school heads possess no legal authority to grant admissions off past waitlists, requiring requests to be turned down.

54. (D) The Scholar's Register
Under the Delhi School Education Rules 1973, every recognized institution must maintain permanent administrative records. The Scholar's Register serves as the mandatory legal record where student admission details, including exact admission date, birth date, gender, caste category, and academic progress details, are officially documented and permanently preserved.

55. (B) The other twin is offered admission under sibling quota
To prevent splitting families when multiple siblings or twins apply for general category nursery admissions, standard practice dictates that if one twin wins a seat through the draw of lots, the second twin is automatically offered admission under the sibling quota criteria, preserving family cohesion across school enrollments.

56. (C) Allotment is cancelled and seat offered to next waitlisted candidate with DoE approval
If an applicant selected for an EWS seat in a private school fails to present required documents within the prescribed timeline without notification, the allotment is forfeited. The school reports the default to the Directorate of Education, which cancels the seat and reallocates it to the next waitlisted candidate.

57. (D) Restricted to a maximum limit (usually 20%) with transparent criteria per court rulings
Following judicial pronouncements by the Delhi High Court and Supreme Court, the Management Quota in private unaided recognized schools is legally regulated. It cannot exceed twenty percent of available entry seats, and schools must publish clear, objective criteria beforehand, strictly prohibiting capitation fees or discretionary opaque selections.

58. (A) Through GIS mapping integrated into the portal
The online admission portal managed by the Directorate of Education calculates neighbourhood proximity using advanced technology. Integrated Geographic Information System mapping tools determine the exact aerial distance between the applicant's residential coordinates and the target school location, eliminating manual distance estimation errors and subjective bias.

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Committee members play an essential support role. They collaborate with school helpdesks to assist parents in filling out online registration forms, verifying details, addressing queries, and overcoming digital literacy barriers during the application filing process.

40. (C) Per-child state expenditure or actual school fee, whichever is less
Section 12(2) of the Right to Education Act 2009 regulates financial reimbursements to private unaided schools admitting students under reserved quotas. The state government reimburses the school to the extent of per-child expenditure incurred by the state in government schools, or the actual tuition fee charged by the private school, whichever is lower.

41. (A) Both A and R are true and R is the correct explanation of A
Directorate of Education guidelines mandate that private unaided schools in Delhi publish their admission criteria and point systems on the official portal prior to starting admissions. Pre-uploading criteria ensures complete transparency, prevents arbitrary practices like discriminatory parent interviews, and enables regulatory authorities to monitor compliance effectively.

42. (A) Admitted based on age-appropriate assessment and parental affidavit under RTE
When a child migrating from an unrecognized school seeks mid-session admission in a Delhi Government school without a Transfer Certificate, admission cannot be denied under RTE principles. The child is provisionally admitted into an age-appropriate class based on an informal learning level assessment and a parental age affidavit.

43. (B) District Education Officer of the migrating state
When a student transfers from a recognized school affiliated with another state educational board to a Delhi Government school, inter-state transfer validation is mandatory. The Transfer Certificate issued by the previous school must be countersigned by the jurisdictional District Education Officer or equivalent competent authority of the originating state.

44. (B) Executed online via edudel's Student Transfer Module with residence proof
Local transfers between Delhi Government schools during an academic session are managed through an online workflow. Parents submit requests via the dedicated Student Transfer Module on the edudel portal along with updated address proof, allowing seamless transfer processing without subjecting students to academic re-evaluations or unnecessary paperwork.

45. (A) The Deputy Director of Education (DDE) Zone
Within the Delhi school administration framework, the Zonal Deputy Director of Education functions as the primary Grievance Redressal Officer for Non-Plan admission issues. Parents experiencing admission denials or procedural difficulties within a specific zone can submit formal appeals directly to the Zonal DDE for quick resolution.

46. (C) Free textbooks, writing materials, and uniforms
Under Right to Education mandates in Delhi, children admitted under EWS and DG categories in private unaided schools receive benefits beyond tuition fee waivers. Schools must supply them with free textbooks, stationery items, writing materials, and school uniforms, ensuring complete educational parity with general fee-paying classmates throughout elementary schooling.

47. (D) Overlook minor spelling errors if identity is established by other documents
To protect students from losing admission due to trivial clerical errors, Directorate of Education instructions direct schools not to reject applicants for minor spelling variations in names on draw allotment letters, provided the overall identity of the child and parents is satisfactorily established through supporting official documents.

48. (B) II and III only
Admissions to Classes 9 and 11 fall outside the elementary stage governed by the Right to Education Act. Consequently, admissions to these higher grades in Delhi Government schools require candidates to qualify in a standardized subject admission test and obtain formal administrative approval from the Zonal DDE.

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reservation based on social disadvantage or caste/disability status, independent of the strict income limits defined for the EWS category.
(A) Both A and R are true and R is the correct explanation of A
(B) Both A and R are true but R is not the correct explanation of A
(C) A is true but R is false
(D) A is false but R is true

98. When checking the maximum age limit for admission to Delhi Government schools, a relaxation of up to 6 months in the maximum age can be granted to which specific category of students?
(A) Wards of currently employed government school teachers
(B) Children migrating from other states seeking fresh enrolment
(C) Children applying under state or national level sports quota
(D) Drop-out children seeking readmission subject to DDE approval

99. Consider the following statements regarding the reporting of admission data by private unaided schools in Delhi:
I. Schools must update the status of admitted EWS/DG students on the DoE portal continuously.
II. Vacant EWS seats can be filled by general category students without notifying the DoE.
III. The school must issue an ID card and provide free books to EWS students upon admission.
IV. The DoE conducts physical inspections to verify the actual attendance of EWS students.
Which of the statements given above are correct?
(A) I, II and III
(B) I, III and IV
(C) II, III and IV
(D) I, II, III and IV

100. A parent whose child was waitlisted at position #2 for EWS admission in a private school discovers that the school admitted a child waitlisted at position #5 instead. As a DoE official investigating this grievance, what rule should you cite against the school?
(A) Provisions of Rule 44 under DSER 1973 granting absolute admission discretion to schools
(B) The rule permitting schools to interview waitlisted candidates to select the most suitable fit
(C) Mandate to strictly follow waitlist sequential order from computerized draw
(D) Statutory provisions declaring generated waitlists as merely advisory and non-binding

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59. (A) Both A and R are true and R is the correct explanation of A
Families holding Antyodaya Anna Yojana cards represent the most vulnerable economic strata, as determined by government food security surveys. Because AAY status automatically establishes extreme economic hardship, educational rules explicitly forbid schools from demanding separate income certificates from these cardholders during EWS admission document verification procedures.

60. (B) No child shall be denied admission for lack of age proof
Section 14 of the Right to Education Act 2009 governs age determination for school entry. While birth certificates, Anganwadi records, or parental declarations can establish age, the law explicitly mandates that no child shall be denied admission to a school solely due to lack of documentary age proof.

61. (A) Accept registered rent agreement as valid address proof per DoE norms
Directorate of Education guidelines accept multiple standard documents as valid residence proof for EWS admissions, including registered rent agreements, voter IDs, utility bills, and Aadhaar cards. If the residential address matches a valid submitted registered rent agreement, minor variations against the Aadhaar address do not invalidate the application.

62. (C) Children of War Widows
Under Delhi admission notifications, the Disadvantaged Group category includes Scheduled Castes, Scheduled Tribes, OBC non-creamy layer, transgender children, orphans, and children with disabilities or affected by HIV. While children of war widows receive defence personnel reservations in higher education, they are not categorized under the RTE Disadvantaged Group.

63. (D) Yes, through the DoE as regulatory authority having power to access this data
Private unaided schools are not public authorities directly under the Right to Information Act, but citizens can access their admission point data indirectly. Because the Directorate of Education possesses statutory regulatory powers to access private school admission records, information held by the department can be obtained through RTI applications.

64. (C) Free education up to Class 12 is mandated for EWS students on government land
Private unaided schools operating on land allotted by the Delhi Development Authority are bound by specific contractual lease conditions. These covenants mandate providing free education to EWS students up to Class 12, extending benefits beyond the elementary level covered by Section 12(1)(c) of the Right to Education Act.

65. (A) I, II and IV
Private schools located on DDA allotted land must comply with lease conditions mandating free education for EWS children up to Class 12. The Directorate of Education actively monitors compliance through appointed nodal officers. However, these schools remain fully subject to the twenty-five percent mandate under the RTE Act.

66. (D) A parent who passed Class 10 or 12 from the school
For point allocation under the alumni parameter in entry-level private school admissions, the Directorate of Education defines alumni specifically. A parent is recognized as an alumnus/alumna only if they completed their secondary or senior secondary education by passing Class 10 or Class 12 from that specific institution.

67. (A) It was ruled arbitrary, non-transparent, and discriminatory
The Directorate of Education abolished first-come, first-served admission methods in private schools because courts deemed them completely unfair and arbitrary. Such practices systematically favored parents with greater physical time or resources while penalizing working families, violating equal opportunity principles required for transparent, non-discriminatory pre-school admission processes.

68. (C) 15 to 30 days per provisional rules
When parents are temporarily unable to produce specific non-vital documents during EWS admission verification, provisional admission rules apply. Schools must grant a reasonable buffer period, typically fifteen to thirty days as notified by the department, enabling parents to obtain and present necessary paperwork without forfeiting their child's allotted seat.

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automatically retains only the final submitted application while cancelling and purging all previously submitted forms.

29. (B) II, III and IV
The draw of lots for EWS and DG admissions is managed centrally by the Directorate of Education rather than individual schools. Independent observers oversee the process to maintain integrity, while the system concurrently generates both the main list of selected candidates and a waitlist to fill vacancies as they arise.

30. (C) Child's Aadhaar number
To prevent duplicate registrations across different application forms on the online admission portal, the Directorate of Education strongly encourages entering the child's Aadhaar number. Although Supreme Court rulings prevent making Aadhaar mandatory to deny fundamental schooling rights, it remains the principal unique identifier utilized for deduplication efforts.

31. (D) Cancel the seat and report the matter to local police or Revenue/DoE authorities
Document verification following seat allotment requires strict scrutiny. If a submitted income certificate is discovered to be forged or fraudulently obtained, the Head of School must immediately cancel the provisional seat allocation and report the fraudulent act to law enforcement, revenue officials, and the Directorate of Education for legal action.

32. (C) Priority points awarded if a real sibling is already studying in the school
In the point-based admission process followed by recognized unaided private schools in Delhi, the sibling quota awards additional points to applicants who have a real brother or sister currently enrolled in the same school. This administrative provision assists families by keeping siblings within the same institution for logistical convenience.

33. (A) 5%
Directorate of Education guidelines permit recognized private unaided schools in Delhi to set aside a small fraction of entry-level seats for children of staff members. This Staff Ward quota is capped at a maximum of five percent of total entry seats, ensuring that employment benefits do not unduly encroach upon general public seats.

34. (D) It is prohibited and fined up to ten times the fee charged
Under Section 13 of the Right to Education Act 2009, demanding or collecting any capitation fee during school admission is strictly illegal. Any institution violating this prohibition is punishable with a monetary fine that may extend to ten times the amount of the capitation fee charged from the family.

35. (B) Rs. 25,000
Section 13 of the Right to Education Act 2009 explicitly bans screening procedures, tests, or parental interviews during entry-level admissions. If a school subjects a child or parent to any screening method, it faces a statutory fine of twenty-five thousand rupees for the first offence, with higher penalties for subsequent violations.

36. (C) Section 13 of the RTE Act banning screening procedures
Mandating interviews or written questionnaires for parents of prospective pre-school applicants directly breaches Section 13 of the Right to Education Act 2009. The law unconditionally prohibits any form of screening procedure or parent Profiling during entry-level school admissions to eliminate discrimination and promote equitable access to education.

37. (A) Pramati Educational Trust case
In the landmark Pramati Educational Trust vs Union of India case, the Supreme Court held that the Right to Education Act cannot constitutionally override Article 30 rights. Consequently, minority educational institutions, both aided and unaided, are exempt from reserving twenty-five percent entry seats under Section 12(1)(c) of the Act.

38. (C) Three cycles
To accommodate continuous migration and out-of-school children throughout the academic session, the Directorate of Education conducts Non-Plan admissions for Delhi Government schools in three distinct phases or cycles. This phased approach allows families arriving at different times of the year to secure formal public school enrolment efficiently.

39. (B) They assist helpdesks in guiding parents with online applications
During Non-Plan online admission cycles in Delhi Government schools, School Management

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illegal for private recognized schools conducting pre-school or nursery admissions.

79. (D) No management quota: must admit 75% from neighbourhood and 25% EWS
Private unaided schools established on DDA land with specific allotment clauses operate under distinct admission rules. They are not permitted any discretionary Management Quota, and must fill seventy-five percent of entry-level seats from the surrounding neighbourhood while reserving the remaining twenty-five percent for EWS/DG applicants.

80. (C) Distance slabs (e.g., 0-1 km, 1-3 km) with fewer points for farther distances
Under Directorate of Education directives, private schools allocate neighbourhood points using objective distance slabs. Applicants living closest to the school, such as within zero to one kilometer, receive the highest point score, while progressively fewer points are awarded for outer distance ranges like one to three or three to six kilometers.

81. (B) Parental education and profession
The Directorate of Education explicitly banned criteria linked to parental qualifications, track record, financial status, or occupation for nursery admissions. Such parameters are discriminatory and violate fair access principles, whereas neighbourhood distance, real sibling enrollment, and parent alumni status are recognized valid admission point parameters.

82. (D) Pass an admission test and submit a gap year affidavit
When a student with an educational gap applies for Non-Plan admission to Class 9 in a Delhi Government school, specific procedural requirements apply. The candidate must pass a standardized subject assessment test and submit a formal gap year affidavit explaining the reasons for missing continuous schooling.

83. (A) Invalid, as Delhi DG admissions require a GNCTD-issued caste certificate
Under guidelines issued by the Directorate of Education for Disadvantaged Group category admissions in Delhi private schools, caste certificates must be issued by the Revenue Department of GNCTD. Reserved category certificates issued by other state governments are legally invalid for claiming local DG quota seats in Delhi.

84. (C) Conduct a draw of lots among tied candidates
When multiple applicants accumulate identical total points under the open general category admission system in private schools, creating a tie for remaining seats, schools cannot use subjective discretion. To maintain absolute fairness and transparency, ties must be resolved by conducting a public draw of lots among tied applicants.

85. (A) Section 12(1)(c) of RTE Act read with Delhi RTE Rules 2011
Statutory obligations under Section 12(1)(c) of the Right to Education Act and Delhi RTE Rules 2011 mandate that admitted EWS children receive free education, including textbooks and uniforms. If a private school refuses to supply these essential entitlements, the Directorate of Education can initiate enforcement actions under these specific legal provisions.

86. (D) Fee Anomaly Committee / District Fee Regulatory Committee
The Fee Anomaly Committee operating at the district level serves as the primary statutory authority for examining fee structures and resolving financial grievances concerning private schools in Delhi. It investigates parental complaints regarding arbitrary fee hikes, commercialization, or improper financial charges levied during student admission processes.

87. (B) Disadvantaged Group (DG) category
Directorate of Education guidelines specifically classify orphans under the Disadvantaged Group category for entry-level school admissions. This classification provides them equal access to reserved quota seats in recognized private schools without requiring income certificates, recognizing their social vulnerability and entitlement to affirmative educational support.

88. (C) Arrange special training for academic integration
Under Section 4 of the Right to Education Act 2009, when a student joins a class mid-session or within an extended admission timeframe, the school is legally obligated to arrange special bridge training. This supplementary academic instruction helps the child catch up on missed

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curriculum content and integrate effectively with classmates.

89. (A) I and II only
Educational admission rules allow schools to inspect original identity and age documents during verification while retaining self-attested photocopies for records. Additionally, schools lawfully retain the original Transfer Certificate from the previous institution. However, retaining original identity cards like Aadhaar or birth certificates is strictly prohibited by law.

90. (A) Facilitate document verification, guide parents, and ensure DoE portal data entry
During Non-Plan admission cycles in Delhi Government schools, the Admission In-charge or Nodal Officer performs essential administrative duties. They assist parents with registration procedures, guide them through document verification, manage helpdesk operations, and ensure correct data entry of student details into the official Directorate of Education portal.

91. (B) Registration Number
Upon completing online registration for Non-Plan admissions on the Directorate of Education portal, the system automatically generates a unique alphanumeric code. Officially termed the Registration Number, this code serves as the primary tracking identifier for monitoring application status, school allotment results, and subsequent admission verification steps.

92. (B) Class 10 Board exam cut-off marks as notified by DoE
Non-Plan admissions into the Science Stream for Class 11 in Delhi Government schools are governed by academic eligibility criteria. Admission relies on aggregate percentage and subject-specific cut-off marks achieved in the Class 10 Board examinations, as annually notified in official guidelines by the Directorate of Education.

93. (A) Valid Passport and Visa proving legal stay
When a student migrating from a foreign country applies for admission in a Delhi Government school, administrative protocols require verifying immigration legitimacy. Alongside past academic transcripts and transfer certificates, submitting a valid Passport and Visa proving legal residence in India is essential for finalizing school enrolment.

94. (C) Admit provisionally allowing time to obtain a Disability Certificate from a medical board
If a candidate applying under the CWSN category presents a medical prescription instead of a formal disability certificate, the school cannot outright reject the application. Guidelines instruct schools to grant provisional admission while allowing reasonable time for the parents to obtain an official Disability Certificate from a authorized government medical board.

95. (D) Teachers, SMC members, and student council members to assist parents
Admission Help Desks established in Delhi Government schools feature a collaborative team structure. They are staffed by designated teachers, active School Management Committee members, and student volunteers working together to assist visiting parents, explain application workflows, resolve query doubts, and facilitate smooth digital registration processing.

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96. (B) Elementary education (Class 8)
Section 16 of the Right to Education Act 2009 establishes non-detention and non-expulsion protections for enrolled students. It mandates that no child admitted to a recognized school shall be held back in any class or expelled from school until completing elementary education, spanning from Class 1 through Class 8.

97. (A) Both A and R are true and R is the correct explanation of A
Under Directorate of Education guidelines, applicants under the Disadvantaged Group category do not need to produce income certificates. The DG category addresses social disadvantage based on caste, disability, or social status rather than financial limits, distinguishing it from the Economically Weaker Section category where income thresholds are mandatory.

98. (D) Drop-out children seeking readmission subject to DDE approval
Under Directorate of Education provisions, an upper age relaxation of up to six months can be granted to drop-out students seeking readmission to Delhi Government schools. This administrative flexibility requires formal approval from the Zonal Deputy Director of Education, facilitating mainstreaming of previously disengaged learners into regular schooling.

99. (B) I, III and IV
Directorate of Education guidelines require private unaided schools to continuously update EWS admission statuses on the portal, provide admitted EWS students with free books and identity cards, and cooperate with departmental physical inspections. Unfilled EWS seats cannot be converted to general category seats without explicit prior departmental approval.

100. (C) Mandate to strictly follow waitlist sequential order from computerized draw
In managing EWS admissions, private recognized schools are legally obligated to follow the strict numerical sequence of the waitlist generated by the Directorate of Education's computerized draw. Admitting a candidate further down the waitlist while skipping higher-ranked candidates constitutes a severe administrative violation subject to formal regulatory intervention.

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